

PLACENTIA LIBRARY DISTRICT



Board of Trustees

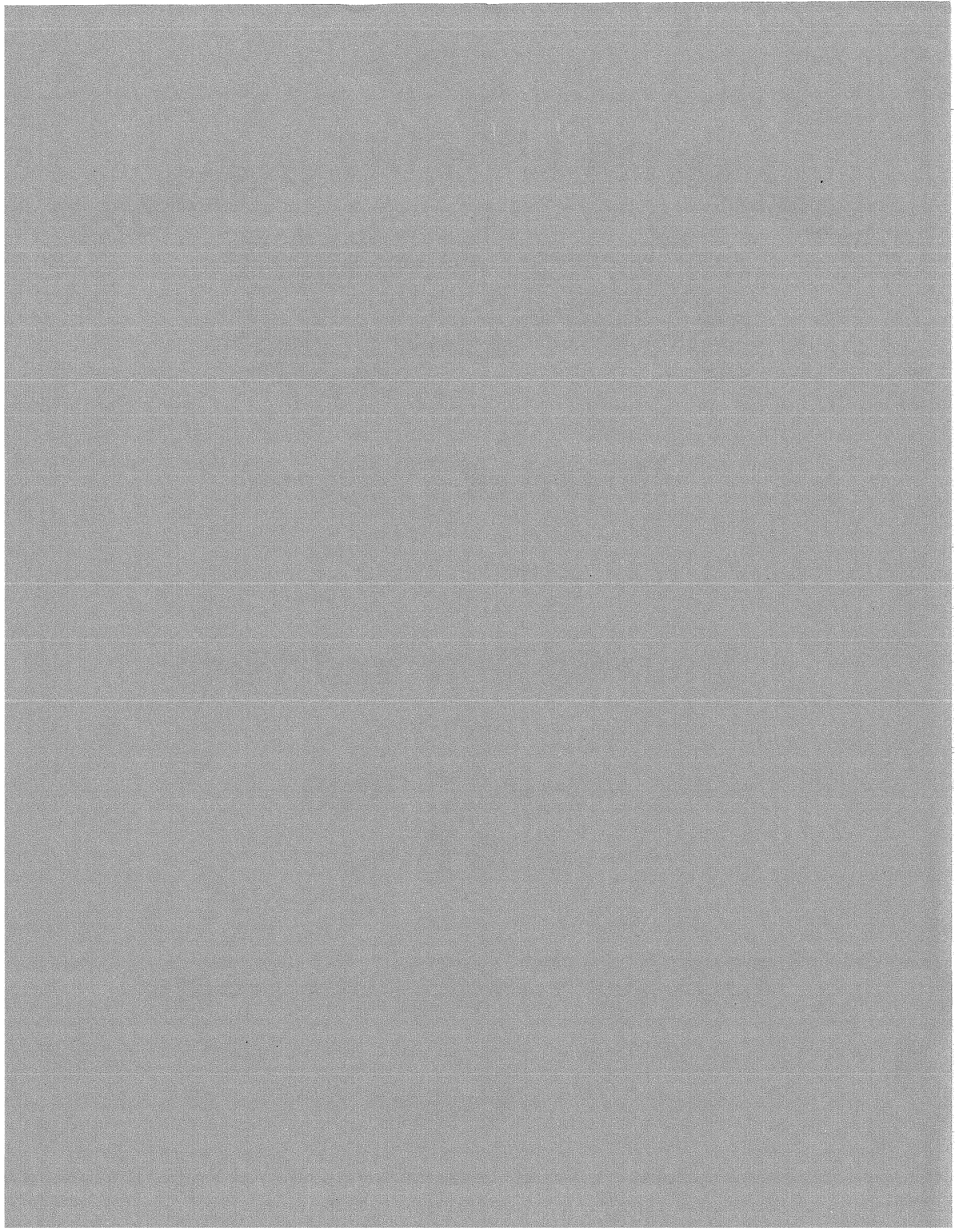
Unusual Date and Time

May 23, 2005

4:30 P.M.

Library Conference Room

Minter








PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES




TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Fiscal Year 2005-2006 Budget
DATE: May 23, 2005





BACKGROUND

Fund 707 (General Fund) Revenue



-  The proposed Fiscal Year 2005-2006 Revenue Estimate is \$1,951,785. The Revenue Estimate is Attachment A.
-  The Property tax adjustment is based on a 6% increase.
-  Passport revenue is calculated on the new average of \$31.50 net revenue per passport (including the factor for photos) at a volume of 6,508 for a total of \$205,000.
-  Notary Service will probably begin mid-summer but it was not be factored in to the revenue flow for next year.
-  State Library revenue is estimated to be \$163,472 and is Attachment B. It includes ILL Reimbursement and the California Foundation Funds remaining the same, the Literacy Grant decreasing 10% and \$70,000 for Grants. (Applications for \$48,634 for the LSTA Literacy Grant and \$8,514 for the Staff Education Grant have already been filed and the balance is for State Grants that may become available during the year.) It is really important to lobby as heavily as possible for both Public Library Fund and Transaction Based Reimbursements.

Fund 707 (General Fund) Expenditures

-  The proposed Fiscal Year 2005-2006 Expenditure Estimate is \$1,951,785. Revenues and Expenditures are in Balance. The Expenditure Estimate is Attachment C.
-  The Consumer Price Index for Los Angeles-Riverside-Orange County, CA for Mar 2004 to Mar 2005 showed a 4% increase. This increase is reflected in the personnel costs for all employees and proposed new hires.
-  The proposed expenditures includes the increase of three FTE positions, two half-time librarians, two half-time clerks and 40 hours per week of page/shelvers. One of the half-time librarian positions is funded by a grant application and that person would not be working outside the Literacy Office.

-  The proposed expenditures includes the reclassification of 3 positions: a Librarian I to Librarian II, a Library Clerk I to Library Clerk II and Administrative Assistant to Manager of Administrative Services. If the position of Manager of Administrative Services is approved the present Administrative Assistant will be appointed conditional upon a maximum of Step 3 until she has completed her M.P.A. degree. The job description for the Manager of Administrative Services is Attachment D and the Job Description for the Manager of Public Services is Attachment E. The Salary Schedules for Non Exempt and Exempt Employees for Fiscal Year 2005-2006 is Attachment F.
-  There was not an adequate balance to fund enough staff to open the Library on Thursday evenings and Fridays. Staff felt very strongly that they need to increase the personnel level for the current hours of service before adding additional hours.
-  The Library Materials (book) budget was increased to reflect the Passport Services revenue.
-  I propose that the grant writing contract be extended for an additional six months.

Other Funds

-  I recommend that the Board allocate \$200,000 from non-operating funds to finance the RFID Conversion with the stipulation that beginning in Fiscal Year 2006-2007 \$25,000 per year will be transferred from Fund 707 (General Fund) to the non-operating fund to repay this purchase. In other words, the District will finance its own purchase of the RFID hardware and supplies, including a new security gate and self-service check-out unit.
-  I recommend that all remaining non-operating funds be budgeted for contingencies.

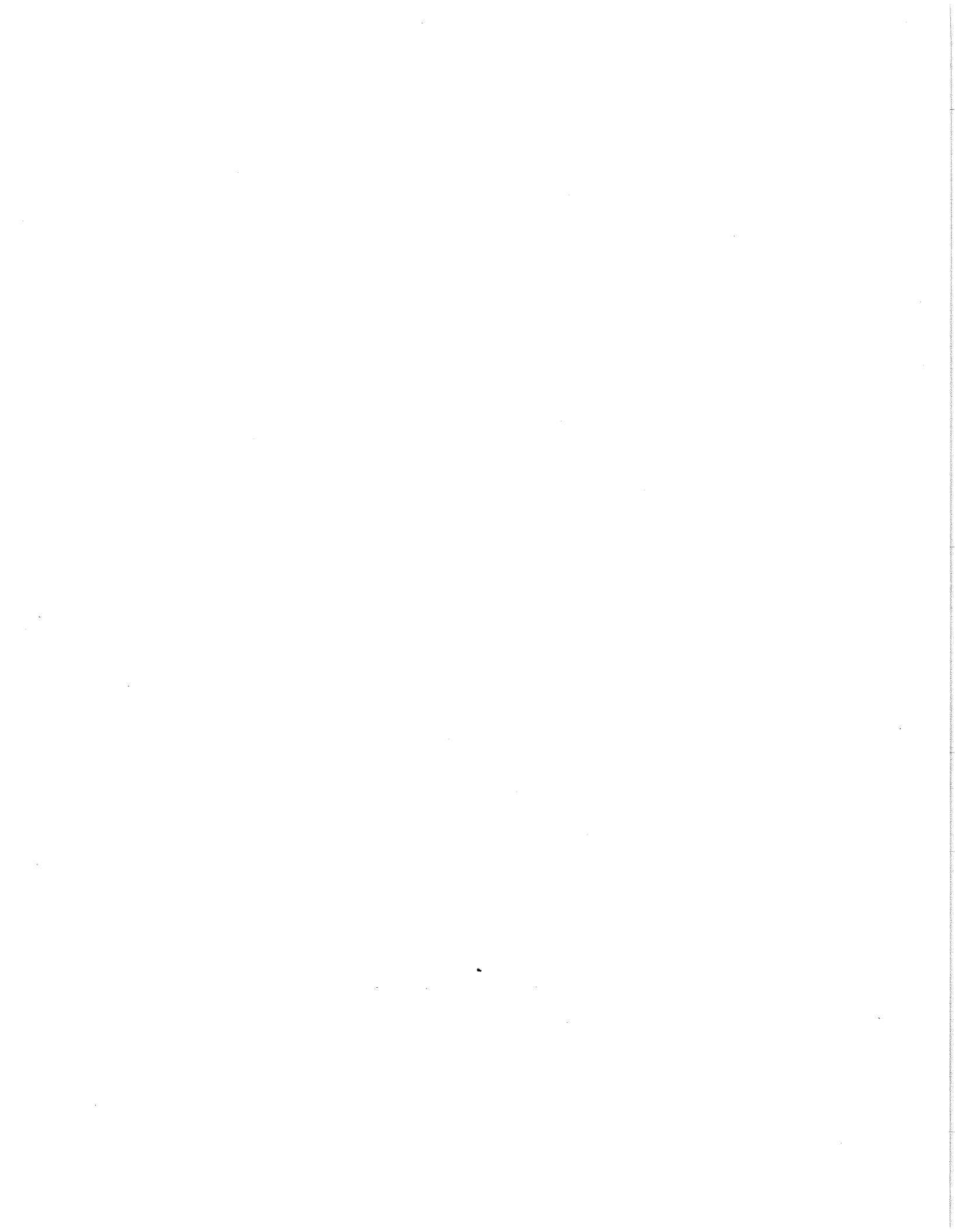
The budget forms for the Orange County Auditor will be presented for adoption after the public hearing.

The budget needs to be adopted and set for public hearing at the July 18, 2005 Library Board Meeting.

RECOMMENDATIONS

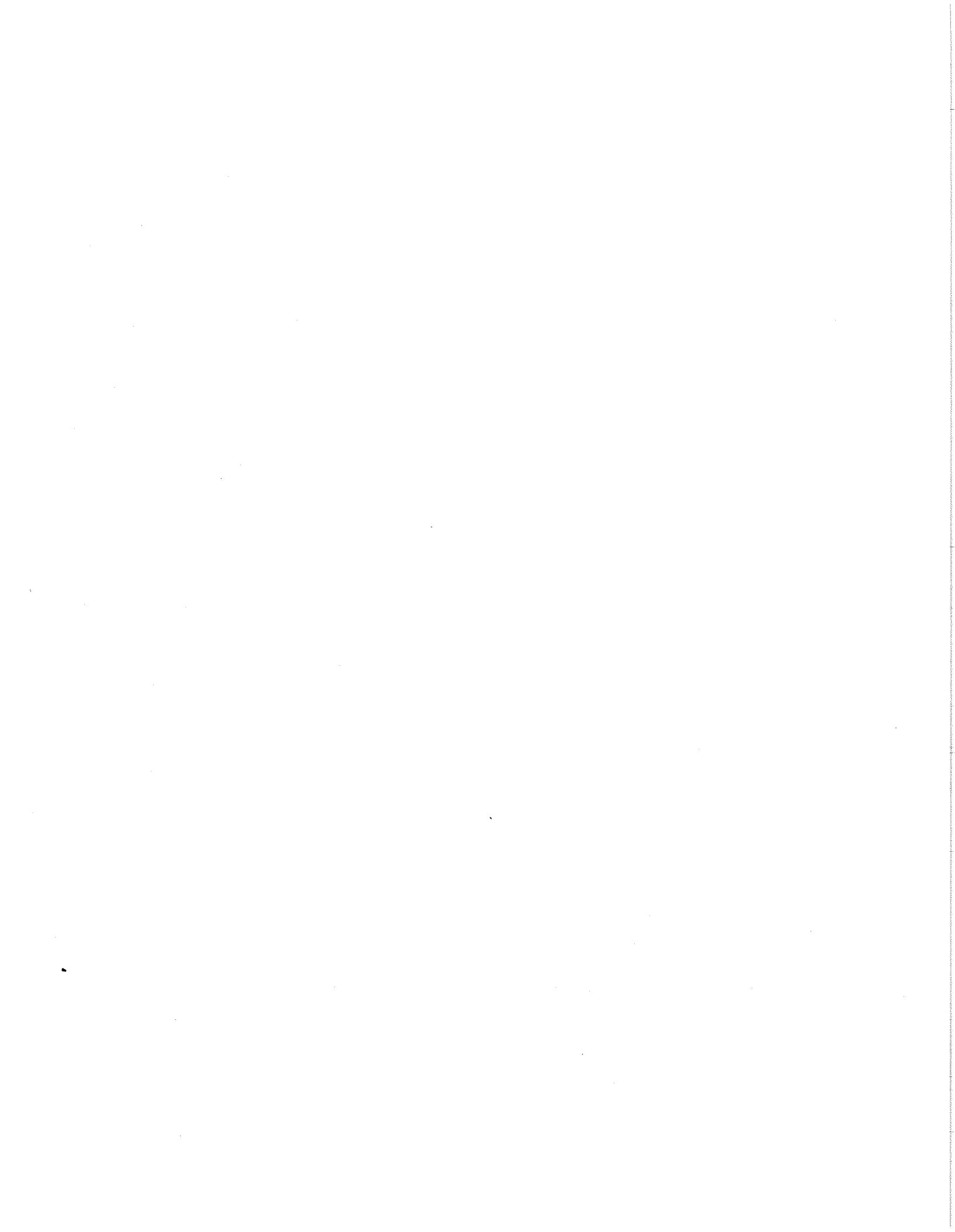
1. Approve the reclassification of 1.0 FTE Librarian I position to 1.0 FTE Librarian II.
2. Approve the reclassification of 1.0 FTE Library Clerk I position to 1.0 FTE Library Clerk II.
3. Establish the position of Manager of Administrative Services and adopt Placentia Library District Policy 2303, Job Description, Manager of Administrative Services and include the position in the salary scale for Exempt Managers.
4. Approve the reclassification of 1.0 FTE Library Assistant to 1.0 FTE Manager of Administrative Services with appointment conditional upon completion of the MPA degree for advancement beyond Step 3.
5. Amend Placentia Library District Policy 2305, Job Description, Manager of Public Services to reflect the transfer of Passport Agency responsibilities to the Manager of Administrative Services.

6. Adopt the Fund 707 (General Fund) Operating Budget for Fiscal Year 2005-2006 and authorize the Library Director to publish a Notice of Public Hearing for July 18, 2005
7. Determine whether to set aside non-operating funds for the RFID project in Fiscal Year 2005-2006.



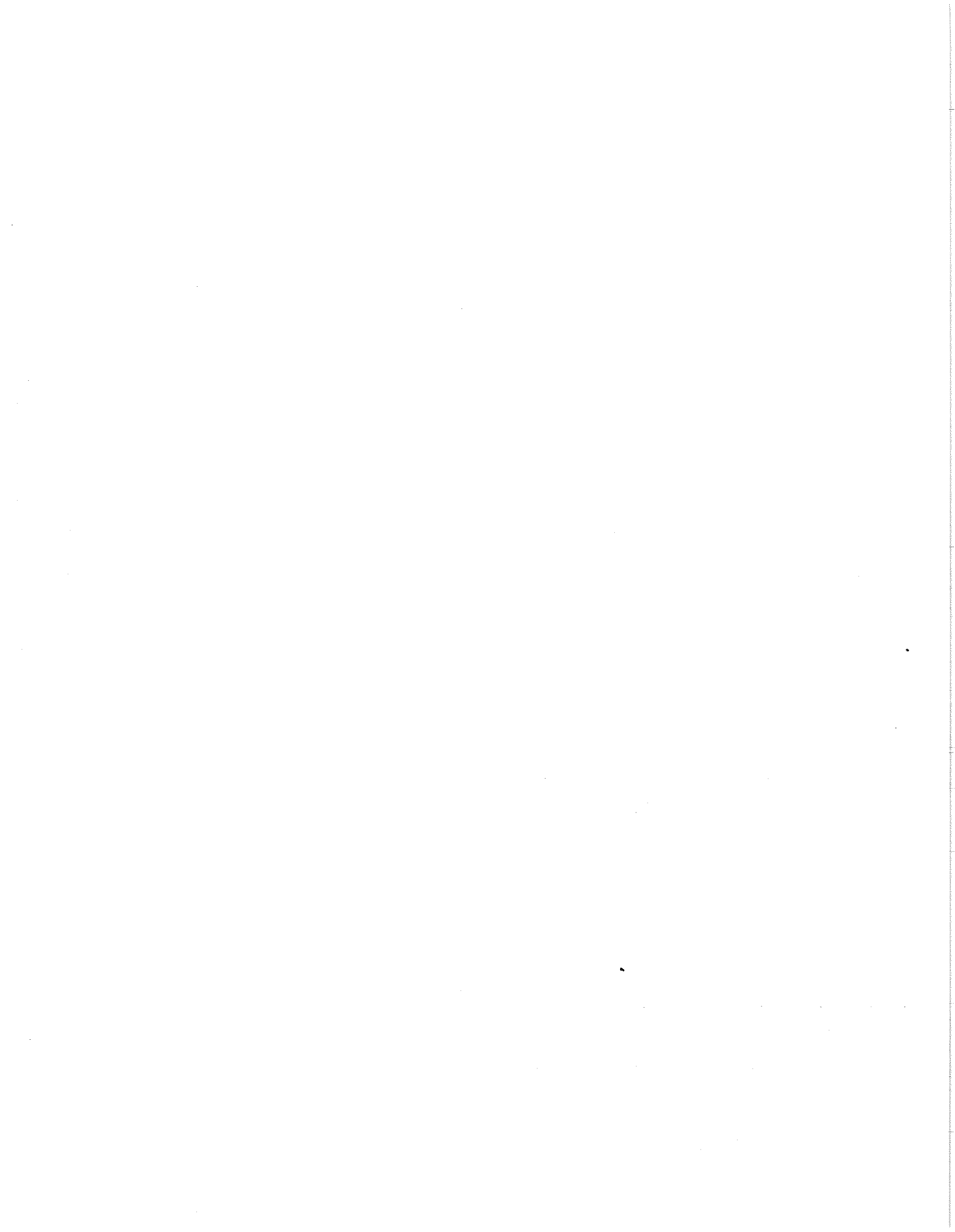
Placentia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 2005-2006
June 15, 2005

Object Code	Category	FY1999-00 Actual	FY2000-01 Actual	FY2001-02 Actual	FY2002-03 Actual	FY2003-04 Actual	FY2004-2005 Budgeted	FY2004-2005 YTD May	FY2005-2006 Proposed
6210-00	Current Secured	849,522	921,767	995,217	1,072,450	1,163,387	1,234,995	1,280,570	1,333,163
6210-01	Public Utility	25,854	23,111	25,158	22,886	22,598	22,500	21,745	22,500
6210-04	Teeter Plan - Current Delinquent	0	12,334	13,876	14,764	14,296	14,500	12,766	12,500
	SUB-TOTAL CURRENT SECURED	875,376	957,212	1,034,251	1,110,100	1,200,281	1,271,995	1,315,081	1,368,163
6230	Prior Secured	19,936	12,028	12,031	14,166	16,612	13,000	0	13,000
	TOTAL SECURED	895,312	969,240	1,046,282	1,124,266	1,216,893	1,284,995	1,315,081	1,381,163
6220	Current Unsecured	53,807	55,274	56,067	58,450	60,783	61,000	61,149	61,000
6240	Prior Unsecured	936	962	668	785	719	750	0	750
	TOTAL UNSECURED	54,743	56,236	56,734	59,235	61,503	61,750	61,149	61,750
6690	HOMEOWNER	16,224	16,245	16,101	16,339	17,408	17,000	14,635	17,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	966,278	1,041,721	1,119,118	1,199,840	1,295,803	1,363,745	1,390,864	1,459,913
6250	SPECIAL DISTRICT AUGMENTATION	9,782	8,555	9,088	8,224	8,120	4,000	7,813	4,000
6260/6540	PENALTIES/DELINQUENCIES	249	268	0	0	0	0	0	0
6280	SUPPLEMENTAL - CURRENT	33,580	36,813	39,810	48,663	54,711	48,000	76,862	58,000
6300	SUPPLEMENTAL - PRIOR	720	821	1,303	1,364	1,567	1,400	2,035	1,400
6610	INTEREST	20,286	21,191	11,628	8,670	7,096	4,000	11,745	10,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	64,618	67,648	61,829	66,921	71,495	57,400	98,454	73,400
	TOTAL PROPERTY TAX REVENUE	1,030,896	1,109,369	1,180,947	1,266,761	1,367,298	1,421,145	1,489,318	1,533,313
6970	STATE LIBRARY & STATE	142,922	169,318	125,235	242,019	92,378	89,264	111,884	163,472
7130	BANKRUPTCY RECOVERY DISTRIBUTION	36,814	0	0	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS	0	0	0	0	0	0	0	0
7670	LOCAL REVENUE	108,350	80,563	114,603	184,470	232,373	212,000	220,615	255,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	101	0	96	0	10	0	0	0
	TOTAL REVENUE	1,319,082	1,359,249	1,420,881	1,693,250	1,692,060	1,722,409	1,821,817	1,951,785



Placentia Library District
State Library Reimbursements and Grants
June 15, 2005

FUND	Actual FY1998-99	Actual FY1999-00	Actual FY2000-01	Actual FY2001-02	Actual FY2002-03	Actual FY2003-04	Budgeted FY2004-05	YTD Apr 05 FY2004-05	Proposed FY2005-06
ILL & Direct Loan Reimbursements	6,446	9,889	11,399	13,314	16,432	17,578	14,000	11,771	14,000
CA Foundation Funds	59,146	88,459	88,826	77,328	46,377	23,537	18,000	21,402	21,402
CA Literacy Campaign	8,872	10,390	18,818	19,593	24,725	51,194	51,194	64,191	58,000
Family Literacy Grant	0	0	20,000	10,000	12,060	0	0	0	0
Dept Educ. 321 Grant/ELLI	3,136	6,003	0	0	130,680	0	0	0	0
One-Year Grants/Partnerships for Change	1,000	10,000	5,000	5,000	5,745	0	6,000	14,520	78,514
Miscellaneous State Revenues	0	18,181	25,275	0	0	6,968	70	0	70
TOTAL STATE REVENUE	78,600	142,922	169,318	125,235	236,019	99,277	89,264	111,884	171,986



PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD May 31	FY2005-2006 PROPOSED
0100	Salaries & Wages	537,311	623,836	645,313	688,819	680,870	761,117	728,222	936,954
0200	Retirement (Social Security & Pension Contribution)	69,960	84,284	93,990	94,049	84,612	106,841	100,050	122,653
	Health Insurance/Care America	28,006	38,227	41,981	46,765	48,150	83,667	71,104	111,127
	Long Term Disability/CNA	2,028	2,528	2,823	3,148	3,422	4,186	2,949	4,780
	Life Insurance/Fortis & Protective Life	0	2,320	1,862	1,239	2,127	1,814	879	2,721
	Vision/Vision Service Plan	2,430	2,752	3,008	2,275	2,291	2,870	2,361	2,501
	Dental/Ameritas	5,737	7,369	6,055	6,326	8,319	8,938	7,149	8,006
0300	Total Employee Insurance	38,201	53,196	55,730	59,754	64,309	101,475	84,442	129,136
0310	Unemployment Insurance	0	0	0	394	140	-	9,045	-
0350	Workers Compensation - General	2,754	6,074	11,364	4,335	9,683	13,000	16,713	11,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	648,226	767,390	806,397	847,351	839,613	982,433	938,471	1,199,742
0700-00	Communications - Telephone	2,029	2,109	3,476	1,456	1,484	2,000	2,231	3,000
0700-01	Communications - Modem/Fax/TI/DSL	4,432	5,345	6,818	7,550	8,833	7,800	7,171	8,400
0700-02	Communications - Internet Access	6,600	3,232	1,037	695	-	800	-	-
0700-05	Communications - Brodart Cataloging Access	2,649	3,007	2,225	2,371	2,586	2,700	2,155	2,700
0900-00	Food - General Fund	43	162	1,253	314	488	350	618	600
0900-07	Food - ELLI Grant	0	0	30	57	-	-	-	-
0900-08	Food - Adult Literacy	154	281	0	155	297	250	365	500
090-009	Food - Family Literacy	0	0	0	162	404	500	-	-
	Total Food	197	443	1,283	688	1,189	1,100	983	1,100
1000-00	Household Expense	4,271	2,375	20,637	3,852	2,600	4,250	4,479	5,000
1100-00	Insurance	6,946	5,069	5,280	7,614	11,120	12,000	11,002	12,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD May 31	FY2005-2006 PROPOSED
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	2,037	4,117	1,991	3,494	2,267	3,000	8,218	5,000
1300-01	Maintenance of Equipment - General Fund (Computer)	9,961	11,714	5,490	24,352	46,030	25,000	19,500	25,000
1300-07	Maintenance of Equipment - ELLI Grant	0	0	(5,366)	-	-	-	-	-
1300-08	Maintenance of Equipment - Adult Literacy	0	0	5,366	235	587	500	74	500
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	-	-	-	-	-
	Total Maintenance of Equipment	11,998	15,831	7,481	28,080	48,884	28,500	27,792	30,500
	HVAC								
	Carpet Cleaning	2,105	1,704	2,174	7,135	3,533	7,500	2,823	7,500
	Groundskeeping, City of Placentia	3,074	0	2,806	2,655	523	2,750	2,200	2,750
	Plumbing	31,862	23,002	14,923	25,693	26,025	27,500	24,194	27,500
	Electrical	1,656	1,799	4,725	3,090	3,185	3,000	1,527	3,000
	Cleaning Service	15,520	1,170	2,151	1,442	5,608	4,000	3,327	4,000
	Locksmith	11,400	11,550	13,050	13,200	13,200	16,000	13,900	16,000
	Other (includes fire alarms & seismic retrofit project)	2,041	210	287	1,308	507	1,000	122	1,000
	Total Maintenance of Building & Grounds	1,331	25,806	4,581	5,786	12,944	6,500	1,869	5,000
1400-00		68,988	65,240	44,698	60,308	65,524	68,250	49,961	66,750
	Memberships - General Fund	3,356	3,569	2,771	1,933	3,742	3,100	3,760	3,750
1600-07	Memberships - ELLI Grant	0	0	0	225	-	-	-	-
1600-08	Memberships - Adult Literacy	150	355	426	515	200	550	910	1,000
1600-09	Memberships - Family Literacy	0	0	0	-	-	-	-	-
	Total Memberships	3,506	3,924	3,197	2,673	3,942	3,650	4,670	4,750
	Miscellaneous Expense - General Fund	0	0	0	3,545	4,992	-	300	7,740
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	-	-	-	-	-
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	-	-	-	-	22,953
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	-	-	-	-	-
	Total Miscellaneous Expense	0	0	0	3,545	4,992	-	300	30,693

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD May 31	FY2005-2006 PROPOSED
1800-00	Library Supplies	6,275	8,824	10,755	14,419	13,063	12,000	19,950	15,000
	Printing	8,630	9,262	12,209	11,535	12,071	11,500	13,346	13,000
	EZ Copy - copy cards for sale to patrons	0	0	0	-	-	-	-	-
	Publications	560	821	3,252	1,057	589	1,100	692	1,100
	Paper	1,664	1,694	1,613	678	389	700	838	700
	Drinking Water Service	275	311	289	330	340	350	328	350
	Other Office Supplies	8,408	8,639	13,327	10,210	13,955	10,000	23,704	15,000
	Total Office Supply Expense - General Fund	25,812	29,551	41,444	38,228	40,405	35,650	58,857	45,150
1800-07	Literacy - ELLI Grant	0	0	15,109	2,061	256	500	-	-
	Printing	784	3,304	2,325	-	2,283	2,000	1,932	2,000
	Publications	874	631	1,730	5,526	2,346	2,500	195	2,500
	Paper	51	0	0	-	-	-	-	-
	Other Office Supplies	543	2,148	4,378	598	-	1,000	1,481	1,000
	Total Adult Literacy Office Supply Expense	2,252	6,083	8,433	6,124	4,629	5,500	3,607	5,500
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	0	513	608	1,592	1,577	2,000	-	2,000
	Total Office Expense	28,064	36,147	65,594	48,005	46,867	43,650	62,464	52,650
1803-00	Postage Expense - General Fund	4,642	2,437	5,049	4,711	4,284	4,500	6,471	6,000
1803-01	Postage Expense - LSCA II Grant	0	250	536	-	-	-	-	-
1803-08	Postage Expense - Adult Literacy	9	0	42	124	37	100	9	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	272	43	150	-	-
	Total Postage Expense	4,651	2,687	5,628	5,107	4,363	4,750	6,481	6,100

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD May 31	FY2005-2006 PROPOSED
	Care Resources (Employee Assistance)	420	420	420	420	385	420	385	420
	Pension Fund Operating & Investment Mgmt. Expenses	6,665	6,558	3,479	6,271	6,672	7,000	7,365	7,000
	Anaheim Library Automated Library System	40,584	43,978	25,219	30,170	32,223	35,000	33,801	35,000
	Library Board Consultants & Legal	0	0	900	-	23,014	10,000	3,884	5,000
	Clipping Service	397	453	453	500	556	504	378	600
	Tax Collection Services & Fees by Orange County & LAFCO	1,386	309	6,499	7,654	7,722	9,500	9,666	10,500
	Advertising (including WEB site)	1,200	787	2,350	3,813	1,980	2,000	1,893	2,500
	Medical Exams	368	315	1,183	1,070	827	1,200	1,120	1,500
	Collection Services - Accounts Receivable	1,862	2,228	2,154	1,862	2,457	2,800	1,465	2,800
	Audit & Accounting Services (Munson, Cronick & Assoc.)	3,775	5,140	5,150	4,885	5,691	8,600	9,200	10,000
	Payroll Preparation	2,622	2,949	3,069	3,895	3,564	3,600	3,986	4,000
	Election Expenses	0	0	0	-	-	15,000	17,754	-
	Staff Training in Library	0	0	0	3,500	-	3,500	375	3,500
	Other (Includes contract storyteller)	18,151	9,329	25,794	14,255	13,534	15,000	14,183	14,500
1900-00	Total Specialized Services - General Fund	77,430	72,465	76,669	78,293	98,625	114,124	105,454	97,320
1900-01	Specialized Services - Partnerships for Change/Spanish Literacy	0	4,240	12,293	-	3,206	3,000	1,812	3,000
1900-07	Specialized Services - ELLI Grant	0	0	5,271	5,217	-	-	-	-
1900-08	Specialized Services - Adult Literacy	80	8,597	3,782	8,230	4,425	5,000	8,748	9,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	0	0	184	640	1,150	500	-	-
1900-18	Tax Collection Services & Fees by Orange County	8,826	11,939	10,794	12,074	13,768	15,000	13,606	15,000
	Total Specialized Services	86,335	97,240	108,992	104,454	121,174	137,624	129,619	124,320
2000-00	Legal Notices - General Fund	0	458	0	175	192	650	2,576	1,000
2000-01	Legal Notices - LSCA II Grant	0	0	0	-	-	-	-	-
	Total Legal Notices	0	458	0	175	192	650	2,576	1,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD May 31	FY2005-2006 PROPOSED
2100-00	Rents/Leases-Equipment	0	0	0	622	703	700	628	700
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	91,373	70,195	101,370	103,680	101,660	105,000	43,544	105,000
2300-00	Small Tools/Instruments	0	0	0	-	-	-	-	-
2400-00	Special Department Expense - Miscellaneous	0	0	48	-	-	-	1,010	-
2400-01	Special Department Expense- Books	73,446	100,821	82,829	71,422	67,404	175,000	74,689	183,798
2400-02	Special Department Expense - Video	1,480	2,544	242	338	4,598	-	7,415	-
2400-03	Special Department Expense - Electronic	20,301	23,501	28,698	57,995	47,245	-	32,954	-
2400-04	Special Department Expense - Periodicals	19,827	14,765	15,962	8,058	8,197	-	8,097	-
2400-05	Special Department Expense - Audio	6,753	7,673	7,476	13,452	12,282	-	8,311	-
2400-07	Special Department Expense - ELLI Grant	0	0	78	5,204	816	-	-	-
2400-08	Special Department Expense - Adult Literacy	6,424	4,292	3,724	4,980	2,531	2,000	4,720	2,000
2400-09	Special Department Expense - Family Literacy	0	0	76	1,759	2,941	-	352	-
	Total Special Department Expense	128,232	153,595	139,132	163,208	146,014	177,000	137,549	185,798
2600-00	Transportation/Travel - General	0	0	0	-	-	-	-	-
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,445	1,046	1,673	2,368	4,287	2,500	2,394	7,500
2700-01	Transportation/Travel - Meetings, Staff Local	2,699	3,755	5,983	3,873	3,873	4,500	3,798	4,500
2700-02	Transportation/Travel - Meetings, Board Out of Town	124	582	1,344	1,357	269	1,500	1,119	1,500
2700-03	Transportation/Travel - Meetings, Board Local	477	498	941	611	1,747	750	202	750
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	198	-	-	-	-	-
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0	1,108	951	22	1,000	17	-
2700-08	Transportation/Travel - Meetings - Adult Literacy	936	1,390	1,124	1,025	35	1,000	348	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	635	0	0	259	58	-	25	-
	Total Transportation/Travel - Meetings	6,316	7,270	12,370	10,445	10,291	11,250	7,903	15,250

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD MAY 31	FY2005-2006 PROPOSED
2800-00	Electricity	40,615	37,795	58,119	54,097	44,154	72,000	38,420	60,000
	Gas	3,115	5,884	3,002	3,119	3,638	4,200	8,318	8,500
	Water	3,588	3,087	3,681	3,132	3,706	4,250	2,911	4,250
	Total Utilities	47,318	46,766	64,801	60,349	51,498	80,450	49,650	72,750
	TOTAL SUPPLIES & SERVICES	504,316	521,360	594,688	616,421	635,022	693,624	552,221	729,861
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	3,652	1,160	2,029	5,384	5,726	6,000	6,107	7,000
4000-00	Equipment	26,993	29,927	18,050	28,213	23,041	20,000	21,676	20,000
4000-07	Equipment - ELLI Grant	0	0	2,798	1,501	-	-	-	-
4000-08	Equipment - CLC Grant	0	558	0	2,726	-	-	-	-
4000-09	Equipment - Gates Foundation Grant	14,436	0	0	-	-	-	-	-
4000-11	Equipment	0	0	0	-	-	-	-	-
	Total Equipment	41,429	30,484	20,848	32,440	23,041	20,000	21,676	20,000
4200-00	Structures/Improvements	0	0	0	462	-	20,352	-	-
	TOTAL EQUIPMENT EXPENSE	41,429	30,484	20,848	32,902	23,041	40,352	21,676	20,000
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	-	-	-	-	-
5600	INVESTMENT POOL LOSS	0	0	0	-	-	-	-	-
	TOTAL EXPENSES	1,197,624	1,320,395	1,423,962	1,502,058	1,503,402	1,722,409	1,518,475	1,956,603
	ELLI Grant Summary Object Code 07	0	0	19,293	15,466	1,094	1,500	17	0
	CLC Summary Object Code 08	10,417	21,981	23,302	25,409	13,846	3,150	19,844	43,953
	FFL Grant Summary Object Code 09	15,071	513	867	4,683	6,171	3,000	377	2,000
	Partnerships for Change Grant/Spanish Literacy		4,240	12,293					3,000
	TOTAL LITERACY (Excluding Personnel)	25,488	22,494	43,462	45,559	14,940	21,050	20,238	45,953
	Revenues	1,319,082	1,359,249	1,420,881	1,693,250	1,692,060	0	0	(4,819)
	Balance	121,458	38,854	(3,081)	191,192	188,658	0	0	

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Administrative Services
POLICY NUMBER: 2303

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2303.1 The Manager of Administrative Services is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex administrative, personnel, accounting and risk management tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the District during the absence of the Library Director.

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2303.1.1 Attends meetings and maintains official records and documents of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2303.1.2 Manages the recruitment process and maintains personnel records for all District employees. Participates in the selection of District staff. Prepares performance evaluations and merit pay increase recommendations for Administrative Services staff for the Library Director's review.

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2303.1.3 Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

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2303.1.4 Maintains the District's checkbooks and general ledger.

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2303.1.5 Manages the accounts payable and receivable and prepares all claims for payment.

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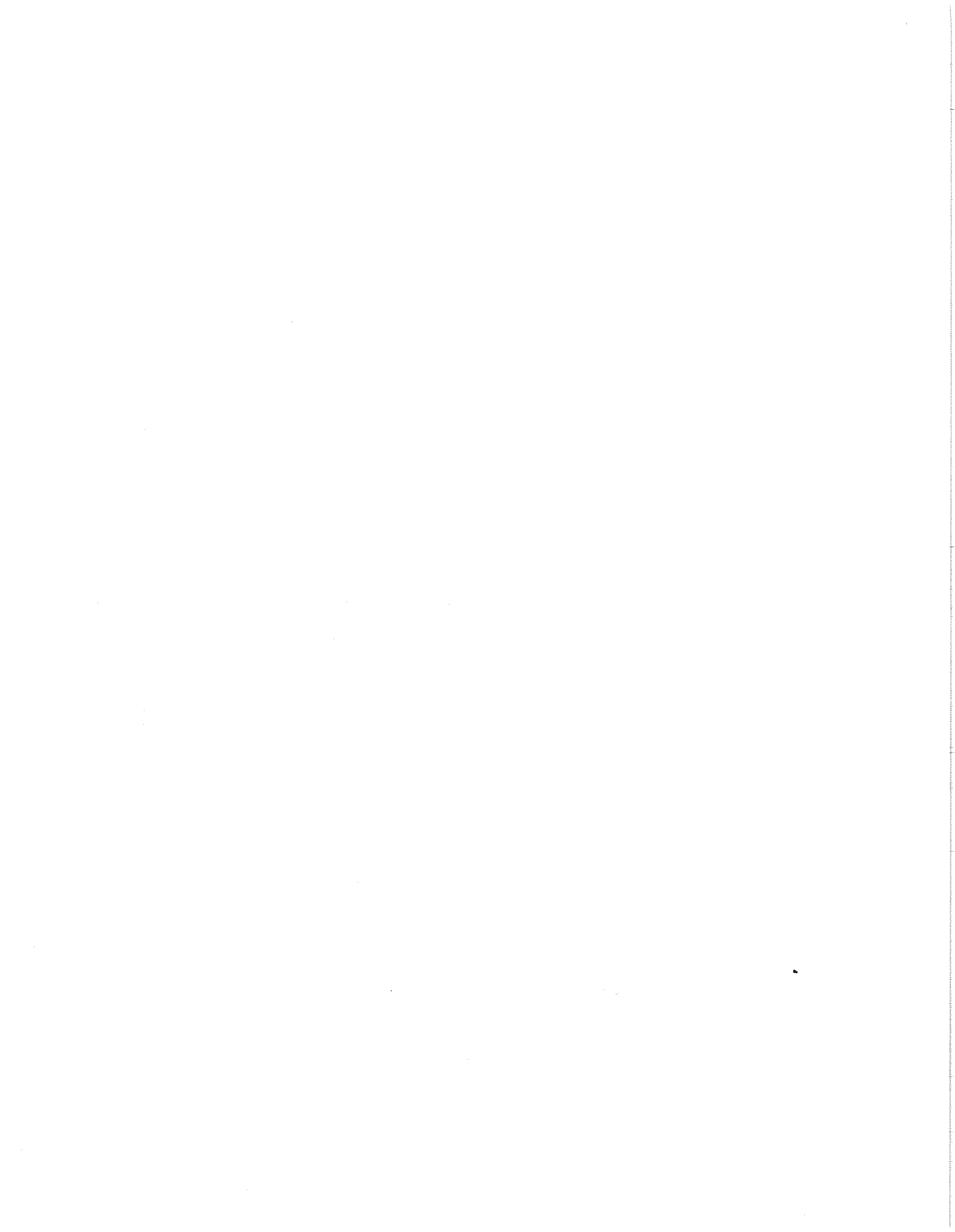
2303.1.6 Prepares the Administrative Services and entrepreneurial activities work schedules.

2303.1.7 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

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2303.1.8 Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations.

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He/she will translate the goals and objectives of the Board to the staff and the community.

2303.1.9 Prepares monthly and annual reports on the administrative activities of the District.

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2303.2 Typical Tasks

2303.2.1 Directs, coordinates, and reviews the Administrative activities of the District concerning personnel, risk management, resources, equipment, services and programs.

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2303.2.2 Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.

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2303.2.3 Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.

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2303.2.4 Maintains the office general ledger for the District and the Placentia Library Foundation.

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2303.2.5 Prepares materials for the annual audit and coordinates all activities with the District's independent auditor

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2303.2.6 Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.

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2303.2.7 Manages the Passport application agency program with the U. S. Department of State.

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2303.2.8 Maintains files and records related to the operations of the Administrative Office

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2303.2.9 Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

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2303.2.10 Makes travel arrangements for District Staff and Trustees.

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2303.2.11 Schedules the use of the Meeting and Conference Rooms.

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2303.2.12 Prepares District's financial and personnel reports to the State Library and other agencies.

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2303.2.13 Coordinates bid processes and purchasing (excluding books and library materials).

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2303.2.14 Coordinates maintenance and safety of the District's physical facility.

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2303.2.15 Works on special projects as assigned.

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2303.2.16 Negotiates and manages contracts and service agreements with District vendors.

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2303.2.17 Manages the recruitment process for all District positions.

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2303.2.18 Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.

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2303.2.19 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

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2303.2.20 Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

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2303.2.21 Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

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2303.2.22 Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

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2303.2.23 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

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2303.3 Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

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2303.4 Knowledge and abilities:

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2303.4.1 Proficiency in Word, Excel and Quickbooks.

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2303.4.2 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

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2303.4.3 Knowledge of personal computer hardware and software operations.

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2303.4.4 Knowledge of basic fund accounting, cost accounting and budgeting.

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2303.4.5 Ability to apply the knowledge listed above.

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2303.4.6 Ability to use word processing software accurately and to create and use labels, data and formulas on an electronic spreadsheet.

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2303.4.7 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

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2303.4.8 Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

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2303.4.9 Ability to respond to routine inquiries or complaints from Library customers.

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2303.4.10 Ability to supervise staff and implement personnel policies and procedures.

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2303.4.11 Ability to analyze difficult problems and recommend solutions.

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2303.4.12 Ability to take independent action.

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2303.4.13 Ability to prepare and present reports that conform to prescribed style and format.

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2303.4.14 Ability to present information to District management and the Library Board of Trustees.

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2303.4.15 Ability to organize and manage work flow for self and others.

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2303.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

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2303.5 Physical Demands

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2303.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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2303.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

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2303.5.1.2 Must possess mobility to operate a motor vehicle.

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2303.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

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2303.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

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2303.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

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2303.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

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2303.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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2303.5.1.8 Attendance at off-hours meetings and occasional travel are required.

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2303.6 Work Environment

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2303.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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2609.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Public Services
POLICY NUMBER: 2305

2305.1 The Public Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the adult services, children's services and literacy services programs of the library. May be designated in charge of the Library during the absence of the Library Director.

2305.1.1 He/she attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2305.1.2 He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2305.1.3 He/she oversees the preparation of public service desk schedules and the assignment of substitute hours.

2305.1.4 He/she coordinates the continuing education and in-service training program for the Public Services staff

2305.1.5 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2305.1.6 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

2305.1.7 He/she prepares monthly and annual reports on the public service activities of the Library.

2305.1.8 He/she coordinates the adult and children's programming activities and exhibits in the Library.

2305.2 Typical Tasks

2305.2.1 Directs, coordinates, and reviews the activities of the Public Services activities concerning personnel, resources, equipment, services and programs.

2305.2.2 Coordinates Library services projects with the City of Placentia and other outside organizations.

2305.2.3 Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.

2305.2.4 Manages and coordinates the Library's WEB site.

2305.2.5 Manages the Library's programs for adults and children and schedules and coordinates exhibits.

Deleted: 2305.2.5 Manages the passport application agency program.

2305.2.6 Prepares grant applications for Public Service activities.

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2305.2.7 Establishes and implements work procedures for department staff.

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2305.2.8 Negotiates and manages contracts and service agreements with Library vendors.

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2305.2.9 Speaks before community groups about books and Library services.

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2305.2.10 Participates in recruiting, interviewing and selecting Public Services staff and evaluating the performance of Public Services personnel.

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2305.2.11 Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.

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2305.2.12 Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May take notes for the minutes in the absence of the Administrative Assistant.

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2305.2.13 Plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.

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2305.2.14 Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

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2305.2.15 May be required to work up to half-time on a public services desk or in the literacy department.

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2305.2.16 Serves as a United States Passport Application Acceptance Agent.

2305.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she will possess a valid California driver's license and be a United States Citizen.

2305.4 Knowledge and abilities:

2305.4.1 Knowledge of modern public library organization, procedures and policies.

2305.4.2 Knowledge of computer hardware and software operations

2305.4.3 Knowledge of skills required to perform reference work for adults and children using print and electronic resources.

2305.4.4 Knowledge of reference sources and methods to serve adult and children.

2305.4.5 Knowledge of skills required to operate all components of a library-based literacy program.

2305.4.6 Knowledge of basic fund accounting and budgeting.

2305.4.7 Ability to apply the knowledge listed above.

2305.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2305.4.9 Ability to respond to common inquiries or complaints from Library customers.

2305.4.10 Ability to supervise staff and implement personnel policies and procedures.

2305.4.11 Ability to analyze difficult problems and recommend solutions.

2305.4.12 Ability to take independent action.

2305.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2305.4.14 Ability to present information to Library management, public groups and the Library Board of Trustees.



2305.4.15 Ability to organize and manage workflow for self and others.

2305.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2305.5 Physical Demands

2305.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2305.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2305.5.1.2 Must possess mobility to operate a motor vehicle.

2305.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2305.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2305.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2305.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2305.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2305.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2305.6 Work Environment

2305.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.



2305.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2005-2006
Effective July 1, 2005
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
CLERK I										
HR	11.97	12.27	12.58	12.89	13.21	13.54	13.88	14.23	14.58	15.31
PP	957.60	981.54	1,006.08	1,031.23	1,057.01	1,083.44	1,110.52	1,138.29	1,166.74	1,225.08
AN	24,897.60	25,520.04	26,158.04	26,811.99	27,482.29	28,169.35	28,873.58	29,595.42	30,335.31	31,852.07
MO	2,074.80	1,875.47	1,922.27	1,970.80	2,019.33	2,347.45	2,406.13	2,466.29	2,527.94	2,654.34
CLERK II										
HR	13.53	13.87	14.21	14.57	14.93	15.31	15.69	16.08	16.48	17.31
PP	1,082.40	1,109.46	1,137.20	1,165.63	1,194.77	1,224.64	1,255.25	1,286.63	1,318.80	1,384.74
AN	28,142.40	28,845.96	29,567.11	30,306.29	31,063.94	31,840.54	32,636.56	33,452.47	34,288.78	36,003.22
MO	2,345.20	2,403.83	2,463.93	2,525.52	2,588.66	2,653.38	2,719.71	2,787.71	2,857.40	3,000.27
LIBR ASST										
HR	16.07	16.47	16.88	17.31	17.74	18.18	18.64	19.10	19.58	20.56
PP	1,285.60	1,317.74	1,350.68	1,384.45	1,419.06	1,454.54	1,490.90	1,528.17	1,566.38	1,644.70
AN	33,425.60	34,261.24	35,117.77	35,995.72	36,895.61	37,818.00	38,763.45	39,732.53	40,725.85	42,762.14
MO	2,785.47	2,855.10	2,926.48	2,999.64	3,074.63	3,151.50	3,230.29	3,311.04	3,393.82	3,563.51
LIB I										
HR	19.00	19.48	19.96	20.46	20.97	21.50	22.03	22.59	23.15	24.31
PP	1,520.00	1,558.00	1,596.95	1,636.87	1,677.80	1,719.74	1,762.73	1,806.80	1,851.97	1,944.57
AN	39,520.00	40,508.00	41,520.70	42,558.72	43,622.69	44,713.25	45,831.08	46,976.86	48,151.28	50,558.85
MO	3,293.33	3,375.67	3,460.06	3,546.56	3,635.22	3,726.10	3,819.26	3,914.74	4,012.61	4,213.24
LIB II										
HR	22.14	22.69	23.26	23.84	24.44	25.05	25.68	26.32	26.98	28.32
PP	1,771.20	1,815.48	1,860.87	1,907.39	1,955.07	2,003.95	2,054.05	2,105.40	2,158.04	2,265.94
AN	46,051.20	47,202.48	48,382.54	49,592.11	50,831.91	52,102.71	53,405.27	54,740.41	56,108.92	58,914.36
MO	3,837.60	3,933.54	4,031.88	4,132.68	4,235.99	4,341.89	4,450.44	4,561.70	4,675.74	4,909.53
LIB										
AIDE										
HR	8.17	8.37	8.58	8.80	9.02	9.24	9.47	9.71	9.95	10.45
PP	653.60	669.94	686.69	703.86	721.45	739.49	757.98	776.93	796.35	836.17
AN	16,993.60	17,418.44	17,853.90	18,300.25	18,757.75	19,226.70	19,707.37	20,200.05	20,705.05	21,740.30
MO	1,416.13	1,451.54	1,487.83	1,525.02	1,563.15	1,602.22	1,642.28	1,683.34	1,725.42	1,811.69

Signature _____ : Date May 23, 2005

Al Shkoler, President

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2005-2006
Effective July 1, 2005
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIB										
DIR	48.08									
	3,846.40									
	100,006.40									
	8,333.87									
ADMIN	18.37	18.83	19.30	19.78	20.28	20.78	21.30	21.84	22.38	23.50
ASST	1,469.60	1,506.34	1,544.00	1,582.60	1,622.16	1,662.72	1,704.29	1,746.89	1,790.56	1,880.09
	38,209.60	39,164.84	40,143.96	41,147.56	42,176.25	43,230.66	44,311.42	45,419.21	46,554.69	48,882.42
	3,184.13	3,263.74	3,345.33	3,428.96	3,514.69	3,602.55	3,692.62	3,784.93	3,879.56	4,073.54
PUB SVC & HR	26.22	26.88	27.55	28.24	28.94	29.67	30.41	31.17	31.95	33.54
TECH SVC	2,097.60	2,150.04	2,203.79	2,258.89	2,315.36	2,373.24	2,432.57	2,493.39	2,555.72	2,683.51
MGR	54,537.60	55,901.04	57,298.57	58,731.03	60,199.31	61,704.29	63,246.90	64,828.07	66,448.77	69,771.21
	4,544.80	4,658.42	4,774.88	4,894.25	5,016.61	5,142.02	5,270.57	5,402.34	5,537.40	5,814.27
PAGES	Starting Wage	6 Months	1 Year	18 Months						
	6.75	7.09	7.44	7.81						

Signature _____ : Adopted May 23, 2005
Al Shkoler, President

2. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

3. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

4. Planning the Planning Retreat – Strategic Planning Session with Susan Berk

ADJOURNMENT

5. Agenda Preparation for the May Regular Meeting, which will be held on Monday, May 23, 2005 at 4:00 P.M.

6. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

7. Adjourn

*****CERTIFICATION OF POSTING*****

I, Elizabeth D. Minter, Library Director for Placentia Library District, hereby certify that the Agenda for the May 23, 2005 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, May 19, 2005 at 1:30 P.M.



PLANNING THE PLANNING RETREAT

Placentia Library District

May 23, 2005

Susan Berk, Management and Staff Development

Phone 818•990•7459 susanberk@pobox.com

STRATEGIC INTENT

Strategic Intent captures the essence of how the library's leadership envisions the library in years to come, provides a common direction, expectations, and a frame of reference, and serves as a target that will direct the effort and commitment of the staff.

In setting direction for the future, strategic intent guides operational planning and decisions and allow for the identification of the skills, capabilities, and resources needed to internalize and realistically achieve future goals.

Why Plan?

- Causes leaders to examine past thinking in light of current and future realities within the Library and in the community.
- Provides a common direction, common expectations and a common frame of reference, thus increasing the probability of success.
- Sets priorities for time, resources, activities and meetings by focusing on the big picture and the practical steps needed to achieve longer term goals.
- Establishes the foundation for budget priorities and operational activities.
- Avoids individuals working on those things which are important to them or their function rather than what is most important to the Library's strategic goals, and prevents crisis responses when events or changes occur that might have been anticipated and planned for.
- Facilitates coordination and communication between all functions and levels within the Library and with the Library Board, Foundation Board, and Friends.
- Provides a critical tool for effectively leading the Library through turbulent times, and establishes a process for flexibility and change of direction when circumstances dictate.
- Sets goals that can be monitored and evaluated to determine growth, progress, success.

METANOIC ORGANIZATIONS ANTICIPATE AND CREATE THE FUTURE

"Metanoic organizations are those where members are continually learning how to expand their capacity to create their future. It is a shift from the point of view in which people see themselves constrained by current circumstances to one that empowers them to create the circumstances and results they choose. Metanoic organizations are infused with the commitment and energy necessary for inspired performance and the achievement of greatness. Their visions become reality."

(Peter Senge, *The Fifth Discipline*)

Characteristics of a Metanoic Department

Deeply purposeful

There is a sense of vision, a feeling that the organization stands for something important. There is clear direction for the future. Expectations and roles are clarified. Everyone feels informed and involved in actualizing the mission and goals.

Alignment

People work towards the goals as a team. There is a high level of trust. Conflict is accepted and used to stimulate new ways of thinking about and solving problems. There is synergy, and team performance exceeds the collection of individual efforts. Individuals are aligned with each other and with the public. Decisions, actions and resource allocations are aligned with and visible demonstrate the values and mission.

Personal talent and mastery

Individuals work to create the results they want. They "make it happen". They have or get the skills to make it happen. They identify areas for personal and professional improvement. People learn from one another. Continuous learning is valued. People try new approaches. Benchmarking is important. There is a mindset and structure for empowerment at all levels.

Systemic thinking

Faces current reality in order to make decisions for the future. No historicism. Works to enhance the positive forces and decrease the negative forces which affect movement towards organizational goals and mission. Looks beyond events and symptoms and crisis to underlying causes of problems. There is continuous improvement of the processes and systems not just tasks. There is openness to continuous examining and improving of "how we do things". No "sacred truths". Knows how today's actions will create tomorrow's reality.

STRATEGIC PLANNING STEPS

1. All planning flows from the Library Mission.

Review the Mission and confirm that your Mission continues to articulate the purpose of the Placentia Library now and in the future. The Mission forms the foundation of the strategic plan.

2. Assess the realities, risks, needs, challenges and opportunities propelling the Library into the future.

Use a **SWOT** analysis to assess your **Present Position**. Ask the question: *What happens if we stay the same while the internal and external environment changes?*

Strength internally
Weakness internally
Opportunity externally
Threats externally

3. Identify areas of strategic intent.

Identify the key areas in which you intend to move forward. Generate initial ideas for future goals based on the SWOT and Present Position Analysis. *What are the key issues the Board should consider in future planning?* Put these issues in question form.

4. Select goal priorities and write strategic goal statements

Develop and specific criteria (examples: mission consistent, feasibility, long term benefits, risks, etc.) to identify which key areas will become strategic goals.

Translate these priority areas of strategic intent into understandable and measurable strategic goal statements.

5. Implementation planning

Create the operation road map needed to implement your selected strategic goals. Include:

- Objectives, action steps, and timelines.
- Resources needed to achieve the goal: budget, people, expertise, space, etc.
- Who will be accountable for the goal, who will have responsibility for implementation activities, and who else need to approve or be involved, informed?
- Improvement of Internal business processes to implement the goal
 - customer flow
 - information flow fewer errors
 - knowledge flow
 - workforce flow
- Strategic learning and professional development
- Communication and alignment issues

6. Monitoring and evaluation Plan

Set a timetable and a process for monitoring the strategic goals.

- How often will the Board, or others, come together to assess progress?
- What happens if there is a major barrier that prevents movement toward the goal?
- What are the lines of communication back to the staff, community?

7. Marketing Plan

Once the plan is finalized and in place, how will it be "marketed" and communicated out to all staff, volunteers, community?

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

UNUSUAL DATE & TIME





Monday, May 23, 2005

4:00 P.M.

Library Conference Room

The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community.

To accomplish this goal the Library:

-  Acquires, organizes and maintains a collection of print and non-print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
-  Provides qualified staff to assist the public with the use of the collection and the information contained therein.
-  Provides and operates a library facility that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for Library and community programs.
-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

AGENDA DESCRIPTIONS: *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

1. Roll Call

Administrative Assistant

4:05 pm.

2. Adoption of Agenda

about: Escobar.

Gae | Jean.

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the April 18, 2005 Regular Meeting.

~~Gae~~ | Jean | ~~staff~~ | overlooked + overworked

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

REPORTS

Retirement - pt employment - 3 days/week. - T.D. + Associates.

5. Board President Report

The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.

6. Trustee Reports

Gae no report

Richard - Todd Spitzer workshop / campaign financing / GSE Team for Russia
Jean - has been in Spain, Barcelona.

The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

7. Friends of Placentia Library Board of Directors Report (Friends Representative)

Board vacancy - See Petrel's June 6 last meeting of the year

8. Placentia Library Foundation Board of Directors Report (Trustee DeVecchio)

- 1) Annual Giving Campaign - deferred to fall
- 2) Foundat Board meet with Jeffrey Wilcox to ~~prepare~~ prepare for June 7 meet.

CLAIMS (Items 9 – 12)

see Richard
Presentation: Library Director
Recommendation: Approve by Motion

Items 9 – 12 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

9. Nonstandard Claims in excess of \$300. (Approve)

No Nonstandard Claims were processed during this report period.

10. Claims forwarded by the Library Director. (Approve)

Claims 4738, 4739, 4740, 4741, 4742, void Payroll 23 and reissue Payroll 23 as forwarded by Library Director for a total of \$43,845.92.

11. Current Claims and Payroll. (Approve)

Current Claims 4743, 4744, 4745, 4746, 4747, 4748, 4749 and 4750 for a subtotal for Current Claims of \$45,251.89; Payrolls #25 (06/08/05) for \$33,751.77 and #26 (06/22/05) for \$33,751.77 for a subtotal for Payrolls of \$67,503.54; for a total of Current Claims and Payroll of \$112,755.43.

12. FY2004-2005 Cash Flow Analysis through April 18, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 13 - 18)

Richard
Presentation: Library Director
Recommendation: Approve by Motion

Items 13 – 18 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

13. Financial Reports for April 2005 (Receive & File)
14. Office General Ledger & Check Registers for April 2005 (Receive & File)
15. Acquisitions Report for April 2005 (Receive & File)
16. Entrepreneurial Activities Report for April 2005 (Receive & File)
17. Collection Agency Report for April 2005 (Receive & File)
18. Gifts Report for April 2005 (Receive & File)

GENERAL CONSENT CALENDAR (Items 19 – 31a)



Presentation: Library Director
Recommendation: Approve by Motion

Items 19 – 31a may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

19. Building Maintenance Report for April 2005. (Receive & File)
20. Personnel Report for April 2005. (Receive, File, and Ratify Appointments)
21. Volunteer Report for April 2005. (Receive & File)
22. Circulation Report for April 2005. (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. Legislative Alerts from the California Library Association (none were received from the California Special Districts Association. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
26. Status Report on Active Grant Applications. (Receive & File)
27. Poet Laureate Report. (Receive & File)
28. Agenda for Orange County Council of Governments Board of Directors Meeting for April 28, 2005 and Minutes of the March 24, 2005 Meeting. (Agenda attachments are available during regular administrative office hours in the District Office). (Receive & File)
29. Orange County Local Area Formation Commission (LAFCO) notice of 2005 Update to LAFCO Schedule of filing and Processing Fees, and the proposed LAFCO Budget for Fiscal Year 2005-2006 dated April 19, 2005 with the City and Independent Special District allocation tables. (Receive & File).
30. Notice of Public Hearing on the Proposed Amendment to the Redevelopment Plan for the Merged Project Area to Extend the Effectiveness of the Redevelopment Plan and the Time limit on Repayment of Indebtedness from the City of Anaheim Community Development Department, dated April 21, 2005..(Receive & File)
31. Application to the California State Library for a California Library Literacy Services (CLLS) Grant to continue the Adult Literacy, Families for Literacy and English Language Literacy Intensive programs for Fiscal Year 2005-2005. (Receive & File and Ratify Submission)
- 31a. Amendment of Placentia Library District or Orange County Money Purchase Pension Plan for the provision for Involuntary Retirement Plan Distributions – Automatic Rollover. (Receive & File, Ratify Amendment of the Plan and payment to National Retirement Services in the amount of \$250)

CONTINUING BUSINESS

32. Legislative Issues and a Review of the Status of the State Budget and State Library Budget. The purpose of this item is to permit the Board to discuss the current status of the State of California Budget and the State Library Budget and to authorize any action it deems necessary.

Presentation: Library Director

Recommendation: Action to be determined by the Library Board of Trustees.

33. Strategic Planning. The Library Director will present a status report on the plans for the Strategic Planning Process and a proposal to use the Kellogg West Conference Center at Cal Poly Pomona University on Friday, July 16, 2005. The Board will identify additional participants and authorize the Library Director to extend an invitation.

Presentation: Library Director

Recommendation: Action to be determined by the Library Board of Trustees

34. Fiscal Year 2005-2006 Budget. The Library Director will make a presentation of the components of the Fiscal Year 2005-2006 Budget and the Board may discuss Budget priorities.

Presentation: Library Director

Recommendation: Action to be determined by the Library Board of Trustees.

NEW BUSINESS

35. Gann Resolution for Fiscal Year 2005-2006 as required by the Government Code of the State of California to establish the spending limit for Placentia Library District in the amount of \$2,963,176, and Adopt by Resolution 05-01

Presentation: Library Director

Recommendation: Read Resolution 05-01 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for Fiscal Year 2005-2006; and

Adopt Resolution 05-01 by Roll Call Vote.

36. Establish Holiday and Library Public Services Schedule for Calendar Years 2005 and 2006 and Adopt by Resolution 05-02.

Presentation: Library Director

Recommendation: Finalize the Holiday and Public Service Calendar for Calendar Years 2005 and 2006;

Read Resolution 05-02 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2005 and 2006; and

Adopt Resolution 05-02.

37. Establish Salary Schedules for Library Personnel for Fiscal Year 2005-2006, effective July 1, 2005 and Adopt by Resolution 05-03.

Presentation: Library Director Minter

Recommendation: Read Resolution 05-03 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2005-2006; and

Adopt Resolution 05-03.

STAFF REPORTS (Items 38 – 47)

Items 38 – 47 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.

38. Library Director's Report for April 2005 (Minter)
39. Program Committee Report for April 2005 (Roberts)
40. Children's Services Report for April 2005 (Gurkweitz)
41. Placentia Library Literacy Services Report for April 2005 (Roberts)
42. Reference and Adult Services Report for April 2005 (Strazdas)
43. History Room Report for April 2005 (Bell)
44. Placentia Library Web Site Report for April 2005 (Roberts)
45. Technology Report for April 2005 (Shook)
46. Publicity Materials Produced in April 2005. (Millonzi)
47. Safety Committee Minutes for April 2005 (Matas)

ADJOURNMENT

48. Agenda Preparation for the June Regular Meeting, which will be held on Wednesday, June 15, 2005 at 6:30 P.M.
49. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

50. Adjourn

*****CERTIFICATION OF POSTING*****

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the April 18, 2005 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, April 14, 2005.





Placentia Library Board Calendar

May 2005 - April 2006

May 2005

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May

- 2 7:00 PM Friends Board Meeting, DeVecchio
- 12 5:30 PM Chamber Mixer
- 16 4:17 PM CSDA Government Affairs Day, Sacramento, continues through May 17
- 23 4:00 PM Library Board of Trustees
- 24 2:00 PM -4:00 PM Library Board Worksession with Susan Berk to plan strategic retreat agenda
- 24 7:15 AM Chamber of Commerce State of the City Breakfast, Alta Vista, Jim Roberts is a speaker
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 29 Library Closed for Monday Holiday/Not Staff Holiday
- 30 Library Closed for Memorial Day/Staff Holiday

June

- 6 7:00 PM Friends Board Meeting, Wood
- 7 4:00 PM -7:00 PM Library Board Worksession with Foundation Board of Directors and Jeffrey Wilcox.
- 9 5:30 PM Chamber Mixer
- 15 6:30 PM Library Board Meeting
- 23 ALA Annual Conference, Chicago, through June 29
- 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

July

- 4 Library Closed for Independence Day/Staff Holiday
- 14 7:00 PM Foundation Board Meeting
- 15 8:00 AM -5:00 PM Library Strategic Planning Retreat at Kellogg West Center, Cal Poly Pomona
- 18 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

August

- 15 6:30 PM Library Board Meeting

Nov 2005

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Placentia Library Board Calendar

May 2005 - April 2006

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August

25 9:00 AM Orange County Council of Governments, OC Sanitation District

September

4 Library Closed for Monday Holiday/Not Staff Holiday

5 Library Closed for Labor Day/Staff Holiday

8 5:30 PM Chamber Mixer

12 7:00 PM Friends Board Meeting, Turner

19 6:30 PM Library Board Meeting

22 9:00 AM Orange County Council of Governments, OC Sanitation District

7:15 AM Placentia Chamber of Commerce Breakfast

29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

October

3 7:00 PM Friends Board Meeting, Shkoler

8 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30

13 5:30 PM Chamber Mixer

7:00 PM Foundation Board Meeting

17 6:30 PM Library Board Meeting

27 9:00 AM Orange County Council of Governments, OC Sanitation District

7:15 AM Placentia Chamber of Commerce Breakfast

November

7 7:00 PM Friends Board Meeting, Escobosa

10 5:30 PM Chamber Mixer

11 Library Closed for Veterans Day/Staff Holiday

21 6:30 PM Library Board Meeting

24 Library Closed for Thanksgiving/Staff Holiday

December

2 6:30 PM -8:30 PM Foundation Donor Reception, Placentia Library

5 7:00 PM Friends Board Meeting, DeVecchio

9 7:15 AM Chamber of Commerce Citizen of the Year Breakfast

19 6:30 PM Library Board Meeting

22 9:00 AM Orange County Council of Governments, OC Sanitation District

Nov 2005

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Feb 2006

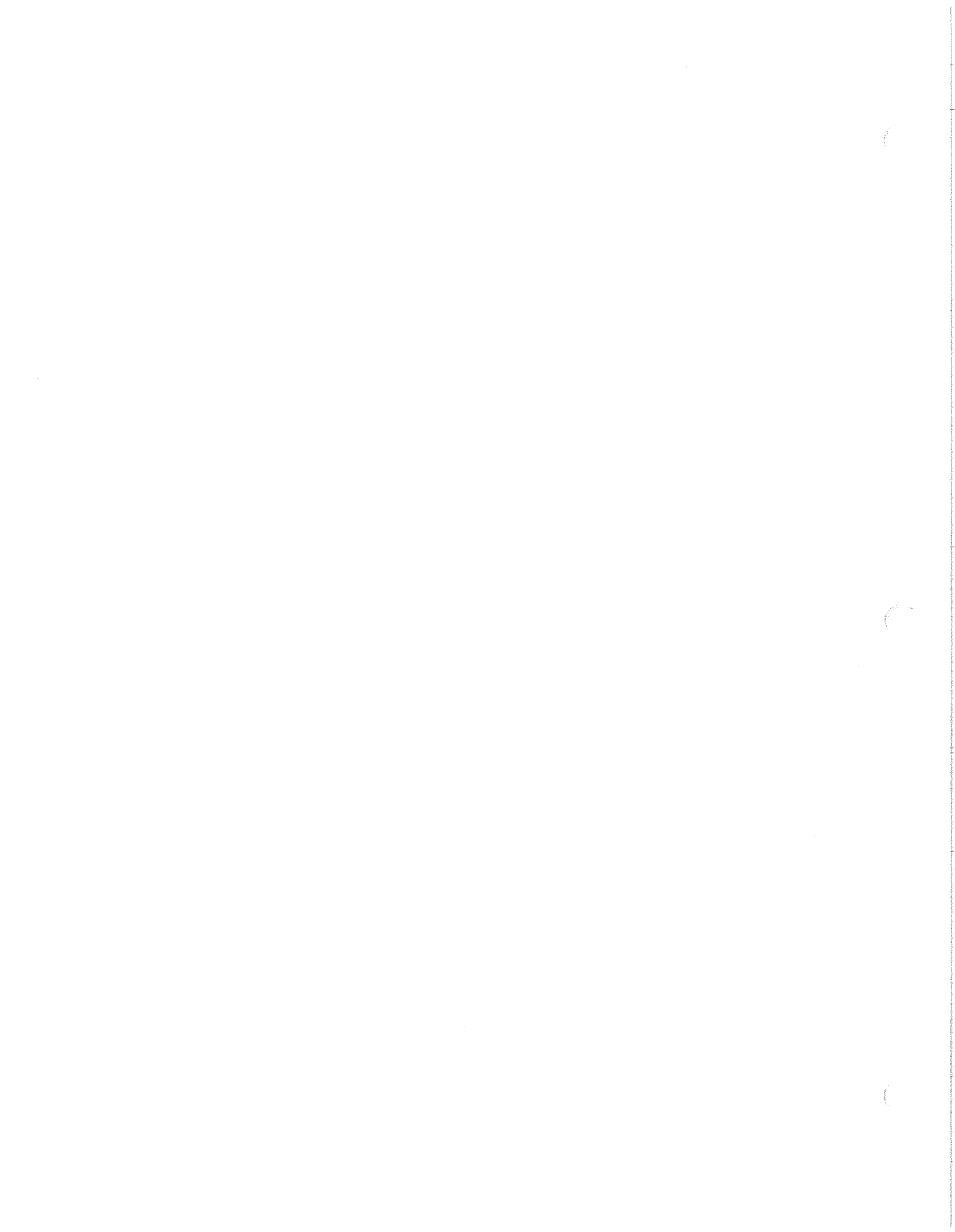
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Placentia Library Board Calendar

May 2005 - April 2006

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December

29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

January

2 7:00 PM Friends Board Meeting, Wood

12 5:30 PM Chamber Mixer

7:00 PM Foundation Board Meeting

16 6:30 PM Library Board Meeting

20 ALA Midwinter Meeting, San Antonio, through Jan 25

26 9:00 AM Orange County Council of Governments, OC Sanitation District

7:15 AM Placentia Chamber of Commerce Breakfast

February

6 7:00 PM Friends Board Meeting, Turner

9 5:30 PM Chamber Mixer

20 6:30 PM Library Board Meeting

23 9:00 AM Orange County Council of Governments, OC Sanitation District

7:15 AM Placentia Chamber of Commerce Breakfast

March

4 9:30 AM Friends of Placentia Library Author's Luncheon, ALL TRUSTEES

6 7:00 PM Friends Board Meeting, Shkoler

9 5:30 PM Chamber Mixer

20 6:30 PM Library Board Meeting

Public Library Association Biennial Conference, Boston, through Mar 25

23 9:00 AM Orange County Council of Governments, OC Sanitation District

7:15 AM Placentia Chamber of Commerce Breakfast

30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

April

2 National Library Week, through April 8

3 7:00 PM Friends Board Meeting, Escobosa

13 5:30 PM Chamber Mixer

16 Easter, Library Closed, not staff holiday

Nov 2005						
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Jan 2006						
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Placentia Library Board Calendar

May 2005 - April 2006

April

17 6:30 PM Library Board Meeting

27 9:00 AM Orange County Council of Governments, OC Sanitation District

7:15 AM Placentia Chamber of Commerce Breakfast

May 2005

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Jan 2006

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Feb 2006

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Mar 2006

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Apr 2006

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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 18, 2005**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on April 18, 2005, 2005 at 6:30 P.M.

ROLL CALL

Members Present: President Al Shkoler, Secretary Gaeten Wood, Trustee Betty Escobosa; Trustees Richard DeVecchio and Jean Turner; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, Administrative Assistant Wendy Goodson, and Friends Representative Barbara Hemmerling.

**ADOPTION OF
AGENDA**

It was moved by Secretary Wood, and seconded by Trustee DeVecchio to adopt the Agenda as amended.

AYES:	Shkoler, Wood, Escobosa, DeVecchio, Turner
NOES:	None
ABSTAIN:	None
ABSENT:	None

MINUTES

It was moved by Trustee DeVecchio and seconded by Secretary Wood to approve the Minutes of the March 21, 2005 Regular Meeting and the April 4, 2005 Special as amended.

AYES:	Shkoler, Wood, Escobosa, DeVecchio, Turner
NOES:	None
ABSTAIN:	None
ABSENT:	None

**ORAL
COMMUNICATIONS**

No members of the public addressed the Board.

TRUSTEE REPORTS

President Shkoler reported that he attended the Friends Board Meeting, Friends Annual Meeting and a Chamber Mixer.

Trustee Escobosa reported that she attended the Independent Special District of Orange County Meeting.

Trustee Turner reported that she attended the Literacy Poetry Program featuring Mark States.

FRIENDS

Friends Representative Barbara Hemmerling reported that Friends Annual Meeting was a success. She also reported that the Friends Book Sale for March brought in \$260.00.

FOUNDATION

Library Director Minter reported that the Foundation Board of Directors Quarterly Meeting was April 14, 2005. Trustee DeVecchio was in attendance.

CLAIMS

It was moved by Secretary Wood and seconded by Trustee Turner to approve Agenda Items 9 through 12.

Nonstandard Claims: No Nonstandard Claims in excess of \$300.

Claims 4726,427,4728,4729, 4730, and 4731 forwarded by Library Director for a total of \$50,555.76.

Current Claims 4732,4733,4734, 4736 and 4737 for a total of Current Claims of \$30,905.28; Payrolls #22 (4/27/05) for \$33,880.40, Payroll#23 (5/11/05) for \$33,880.40 and Payroll #24 (5/25/05) for a subtotal for Payroll of \$99,273.97; for a total of Current Claims and Payroll of \$130,179.25.

FY2004-2005 Cash Flow Analysis through April 18, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner
NOES: None
ABSTAIN: None
ABSENT: None

FINANCIAL REPORTS

It was moved by Trustee DeVecchio, and seconded by Trustee Turner to receive and file Agenda Items 13 through 18.

Financial Reports for March 2005

Office General Ledger & Check Registers for March 2005

Acquisitions Report for March 2005

Entrepreneurial Report for March 2005

Collection Agency Report for March 2005

Gifts Report for March 2005

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner
NOES: None
ABSTAIN: None
ABSENT: None

GENERAL CONSENT CALENDAR

it was moved by Trustee Escobosa and seconded by Secretary Wood DeVecchio to receive and file Agenda Items 19-33.

Building Maintenance Report for March 2005

Personnel Report for March 2005

Volunteer Report for March 2005

Circulation Report for March 2005

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

Legislative Alerts from the California Special Districts Association and the California Library Association

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Agenda for Orange Council of Government Board of Directors Meeting for March 24, 2005 and Minutes of the February 24, 2005. (Agenda attachments are available during regular administrative office hours in the District Office.

Notice of Public Hearing from the Local Agency Formation Commission (LAFCO) of Orange County to consider draft budgets for FY 2005-06, 06-07, 07-08. The independent special districts in Orange County are required by California Code to contribute 1/3 of the LAFCO budget through a formula devised by the districts.

Results of the Special Districts Survey, "The Cold Hard Truth: What Californians Think About You", funded by the Association Of California Water Agencies (ACWA) and the California Special District Association (CSDA) and conducted by Charlton Research Company, as presented at a meeting at the Palm Springs Convention Center on December 1, 2004.

Application to the California State Library for a Library Services and Technology Act (LSTA) Grant in the amount of \$48,634 to establish a satellite reference library/homework facility in H.I.S. House.

Announcement from the California Special Districts Association (CSDA) of new ethics resources available for local officials.

Top Ten Take-Aways for Librarians' Index to the Internet. This is a web site developed by grants from the State Library of California and available to the public through the Placentia Library District web site.

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner

NOES: None
ABSTAIN: None
ABSENT: None

**LEGISLATIVE
ISSUES**

Library Director reported on the Status of the State Budget and Assembly Bill 1259. It was moved by Trustee Escobosa and seconded by Secretary Wood to take an official position of opposition on AB 1259.

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner
NOES: None
ABSTAIN: None
ABSENT: None

**STRATEGIC
PLANNING**

It was moved by Secretary Wood and seconded by Trustee Turner to authorize the use of Kellogg West Conference Center at Cal Poly Pomona University on Friday, July 15, 2005 at a cost not to exceed \$62.00 per participant and authorize the Library Director to sign the contract with Kellogg West Conference Center for an estimate of 30 participants.

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner
NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Trustee Turner and seconded by Secretary Wood to approve professional services fees not to exceed \$4,800.00 to Susan Berk for planning, facilitation, design of training materials, travel and follow-up.

AYES: Shkoler, Wood, Escobosa, Turner
NOES: None
ABSTAIN: DeVecchio
ABSENT: None

**LIBRARY
DIRECTORS GOALS**

It was moved by Trustee DeVecchio and seconded by Trustee Turner to approve the Library Director's Goals as presented.

AYES: Shkoler, Wood, DeVecchio, Escobosa, Turner
NOES: None
ABSTAIN: None
ABSENT: None

**RESERVE
LIMITATIONS
POLICY**

It was moved by Trustee Turner and seconded by Trustee Escobosa to adopt Placentia Library Policy, Reserves.

**FISCAL YEAR 2005-
2006 BUDGET**

Library Director Minter gave a preview of the Fiscal Year 2005-2006 Budget. The Cost of Living Factor (COLA) will not be available until April 20, 2005; therefore, personnel cost projections will be prepared for the May 23, 2005 Board of Trustee Meeting.

STAFF REPORTS

It was moved by Trustee DeVecchio and seconded by Trustee Escobosa to approve agenda items 39-48:

Library Director's Report

Program Committee Report for March 2005.

Children's Services Report for March 2005.

Placentia Library Literacy Services Report for March 2005.

Reference and Adult Services Report for March 2005.

History Room Report for March 2005.

Placentia Library Web Site Report for March 2005.

Technology Report for March 2005.

Publicity Materials produced for March 2005.

Safety Committee Minutes for March 2005.

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner

NOES: None

ABSTAIN: None

ABSENT: None

PREPARATION

Agenda Preparation for the May Meeting will be held on Monday, May 23, 2005 at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for April 18, 2005 adjourned at 7:35 P.M.

**MAY
MEETING**

The May Regular Library Board Meeting will be held on Monday, May 23, 2005 at 4:00 P.M. in the Library Conference Room.

Gaeten Wood
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees





FRIENDS OF PLACENTIA LIBRARY
Board of Directors Meeting
April 4, 2005

President, Eleanor Rankin called the meeting to order at 7 PM. The following Directors were present Eleanor Rankin, Barbara Hemmerling, Virginia Walker, Frances Stoller, Renee Scott, Pat Irot, Ginny Sanatar, Ted Farkas, Brenda Benner and Camille Himes Al Shkoler was the representative from the Trustees. Elizabeth Minter, Jim Roberts and Laranne Millonzi represented the staff. .

Secretary: Barbara Hemmerling, read the minutes of the February 7, 2005 board meeting. They were approved as read. **Treasurer:** Camille Himes reported a balance of \$23,803.90. Camille Himes made a motion to allow a check for payment of filing fees for State and Federal Taxes. Pat Irot seconded the motion. The motion carried. **Financial Secretary:** \$ 3,127.75 was deposited the month of March.

President' Report: .1) Eleanor Rankin, Elizabeth Minter and several Trustees attended the CalTrac Workshop at City of Commerce. It was well-organized and presented useful information. 2) Trustee's meeting, March 21, no report. 3) Author's Luncheon profits \$10,202.34. 4) Annual meeting- Certificates have been ordered. 190 letters of invitation have been sent and responses are coming in. The theme is "Volunteers—Stars of Our Library." 5) Thank you letters have been sent to Jim Paddock and Charlie Frazee for their contributions.

Special Committee Reports: Nominating Committee: The ballots are due in the library April 6. The Teller Committee will count the ballots. Pat Irot, Chairman, Ted Farkas and Ginny Sanatar, members. They will give a written report of the results to our President. Annual Meeting: Ginny Sanatar and her committee have planned the reception. Hospital Cooperative Program: The date will be August 2. Our part of this event is being planned.

Chair Reports: 1) Bookstore/Workroom-Pat Irot praised the work Nancy Lone Tollefson has done to keep the Bookstore staffed. Pat continues to keep publicity current. Our monthly sales are on Book Sellers Web Sites. 2) Membership: Ted Farkas reported approximately 300 line items on our membership rolls. Our memberships are counted by households; not by individual persons. President Rankin suggested that a committee be formed to consider a reorganization of membership categories. No action was taken at this meeting. 3) Second Sunday Sale –A reminder to workers, do not open the door until 1:00 P M.

The secretary read the following communications: 1) A letter of resignation from Renee Scott. 2) A letter of resignation from Frances Stoller. The board accepted these letters with regret and thanked Frances and Renee for their many years of service to the Friends of the Library.

Library Staff Reports: 1) **Elizabeth Minter** – The joint meeting of the Friends Board, Foundation, Trustees and some staff members, will be Friday July 15 and Saturday July 16. 2) Elizabeth expressed her delight that The Friends book sales had made over \$25,000 this past year. This means that we must file income tax returns for both state and federal. **Jim Roberts:** The three elected officials from our district have been invited to the Annual Meeting: Bob Margett, Lynn Daucher, and Ed Royce. The event will be televised and shown over our local station. **Laranne Millonzi:** The current issue of Library Notations will be mailed this week.

Virginia Walker asked to speak to the board. She has resigned and this was her last meeting. She thanked everyone for lasting memories of wonderful people and worthwhile experiences. She assured us she would be available to help occasionally. Virginia was given the boards thanks for many years of service.

Meeting adjourned

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
May 23, 2005

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Library Trustees
May 23, 2005

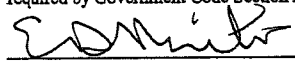
	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	April 21, 2005	4738	1,580.16
	April 28, 2005	4739	5,970.63
	April 28, 2005	4740	3,587.25
	May 5, 2005	4741	4,061.63
	May 5, 2005	4742	13,695.25
	May 11, 2005	Void Payroll #23	(33,800.40)
	May 11, 2005	Reissue Payroll #23	48,751.40
TOTAL BY LIBRARY DIRECTOR			\$ 43,845.92
TOTAL			<u>\$ 43,845.92</u>

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707
4-27-05

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Cat	Doc Number
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	4-19-05/420		1800	00		22.52		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	3-17-05/7145281906 3-17-05/7145288236		0700	00		106.58		
			0700	01		37.27		
						143.85		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	4-12-05/263957		1400	00		129.75		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	4-14-05/385256		1800	00		149.35		
N06685 Honeywell Security Monitoring P.O. Box 5114 Carol Stream, IL 60197-5114	4-1-08/4002624		1400	00		168.09		
N10221 The Chronicle Of Philanthropy PO Box 1989 Marion, OH 43306	05 Subscription		1800	00		72.00		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	4-12-05/010-19000-05435		0300	00		743.80		
need vendor Foto-Hall 601 North Placentia Ave Fullerton CA 92831	4-14-05/33091		1800	00		150.80		

The claims listed above (totaling \$1,580.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

5-6-05

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev				Doc Number
N00642A Employment Development Dept. Attn: Cashier-RB P.O. Box 826219 Sacramento, CA 94230-6219	11-05/3-31-05 932-0265-3		0310	00		1,509.00		
N01074 The Gas Company PO Box C Monterey Park, CA 91756	4-25-05/05391188009		2800	00		533.31		
N01904 Amsterdam Printing & Litho P.O. Box 580 Amsterdam, NY 12010-0580	4-12-05/8845394		1800	00		127.00		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	4-21-05/May 2005		0300	00		228.48		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	4-21-05/312083-9		2800	00		277.83		
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	4-13-05/7330591-AP05		2100	00		154.09		
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92701	4-5-05/448		1900	00		1,496.83		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	4-15-05/286306912-001 4-15-05/284490779-001 4-8-05/282505885-001 4-15-05/286157250-001		1800 1800 1800 1800	00 00 00 00		127.30 478.57 270.82 67.40 944.09		
N06808I Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	4-16-05/32021628		1803	00		700.00		

The claims listed above (totaling \$5,970.63) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

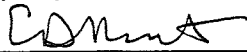
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

5-6-05

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			BS Acct					
N13034A OmniGrafix Printing 1667 N. O'Donnell Way Orange, CA 92867	4-25-05/A36548		1800	00		229.51		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Apr 2005 Music Time		1900	00		540.00	"2"	
N27626 Zimmer Electric, Inc. P.O. Box 526 11581 Range View Rd. Mira Loma, CA 91752-0526	4-16-05/596		1400	00		1,147.16		
	4-16-05/597		1400	00		1,174.74		
						2,321.90		
N27368A The Hartford Group Benefits 75 Remittance Drive, Ste. 1641 Chicago, IL 60675-1641	4-20-05/May 2005		0300	00		303.19		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	4-22-05/25136		1000	00		50.00		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	4-13-05/11198		1300	00		110.00		
N29760 Gary Bell c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb Apr 2005		2700	01		32.65		

The claims listed above (totaling \$3,587.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

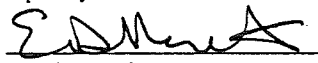
ATTESTED AND/OR COUNTERSIGNED B

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707
5-5-05

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	5-2-05/56806		0700	00		7.22		
			1400	00		1,723.99		
						1,731.21		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	5-1-05/099425		1800	00		30.50		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	4-19-05/6035		1900	00		42.00		
N03738C Pitney Bowes Purchase Power PO Box 856042 Louisville, KY 40285-6460	4-24-05/17834748869		1803	00		156.00		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	4-2-05/223-1698		0700	01		342.48		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	5-1-05/EAP		1900	00		35.00		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	4-29-05/287316825-001		1800	00		256.84		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	5-6-05/331701		1400	00		1,300.00		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	4-28-05/20050428		1900	00		167.60		

The claims listed above (totaling \$4,061.63) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

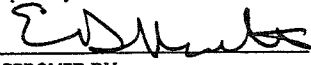
ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707
5-5-05

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Cat	Doc Number
N14805 Foto-Hall 601 North Placentia Ave Fullerton CA 92831	5-4-05/32234		1800	00		301.59		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4-22-05/X9240		1600	00		155.00		
			1800	00		2,075.28		
			1900	00		406.95		
			2700	01		885.00		
						3,522.23		
N23434 Nextel Communications P.O. Box 54977 Los Angeles, CA 90054-0977	5-6-05/594682625		0700	00		69.18		
			0700	00		69.19		
						138.37		
N25869 Image Concepts 911 Powell Court Costa Mesa, CA 92626	5-3-05/6323 5-3-05/6322		1800	08		239.63		
			1800	08		588.07		
						827.70		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	5-3-05/Jun 2005		0300	00		8,534.85		
N03847 OCLC, Inc. PO Box 951488 Cleveland OH 44193	762102		1800	00		120.51		
need vendor # Charles Frazee 726 Paris Way Placentia CA 92870-4142	4-27-05 Cal Uncovered April 25, 2005		1900	08		250.00		

The claims listed above (totaling \$13,695.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 33,880.40 on 5 | 11 | 05

Send To: Bank Name: Wells Fargo Bank
ABA #: 121000248
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #23

Description: Payroll

Department / Agency

Contact: Elizabeth D. Minter, Library Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE - COMPLETE IN DETAIL												A-C USE			
FUND	AGCY	ORG	ACTY	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD			
707	707			0100	00						31,640.96				
707	707			0200	00						2,239.44				
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	33,880.40			
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY <u>Ed Minter</u> <u>4/18/2005</u>								EXPENDITURES AUTHORIZED AND APPROVED BY <u>[Signature]</u>				APPROVED <u>DAVID E. SUNDSTROM,</u> Auditor-Controller			
CLAIMANT								DATE	AUTHORIZED SIGNER				DATE	DEPUTY	DATE

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
Auditor-Controller Approvals: Claims & Disbursing: Over Limit: \$100,000 (1) \$500,000 (2) \$1,000,000 (3) Claims & Disbursing Manager: _____ Check Writing: _____ General Ledger Approvals: Cash & Expense Budget: _____ Date: _____ Wrec: _____	Transaction Reference Automated Clearing House (CH): _____ Wire Transfer (WT): _____ Automated Clearing House (C): _____ MW Transaction #: _____ Treasurer-Tax Collector Information Released By / Ref #: _____



REVISED 3-3-00

County of Orange

ELECTRONIC FUNDS TRANSFER A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 48,751.40 on 5 | 11 | 05

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121000248
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #23

Description: Payroll

Department / Agency

Contact: Elizabeth D. Minter, Library Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE	
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD	
707	707			0100	00						46,511.96		
707	707			0200	00						2,239.44		
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	48,751.40	
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY						EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller			
<i>Ed Minter</i>		5/5/05		<i>[Signature]</i>				5-5-05					
CLAIMANT		DATE		AUTHORIZED SIGNER				DATE		DEPUTY		DATE	

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
<p>Auditor-Controller Approvals:</p> <p>Claims & Disbursing:</p> <p>Over Limit: _____ \$100,000 (1) \$500,000 (2) \$1,000,000 (3)</p> <p>Claims & Disbursing Manager: _____</p> <p>Check Writing: _____</p> <p>General Ledger Approvals:</p> <p>Cash & Expense Budget: _____ Date: _____ WREC: _____</p>	<p>Transaction Reference</p> <p>Automated Clearing House (CH): _____ Wire Transfer (WT): _____ Automated Clearing House (IC): _____</p> <p>MW Transaction #: _____</p> <p>Treasurer-Tax Collector Information</p> <p>Released By / Ref #: _____</p>

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
May 23, 2005

TYPE	REPORT NUMBER	AMOUNT
Regular	4743	4,728.70
	4744	5,760.44
	4745	2,042.87
	4746	2,965.25
	4747	5,560.16
	4748	3,973.21
	4749	19,799.74
	4750	421.52
Subtotal for Regular		45,251.89
Payroll	6/8/2005	33,751.77
	6/22/2005	33,751.77
Subtotal for Payroll		67,503.54
TOTAL CURRENT CLAIMS & PAYROLL		112,755.43

Prepared by: Wendy Goodson

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	Doc Number	SC	
			Rev/ BS Acct	Objt/ Rev					
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	4-18-05/2385313		2400	05		1,218.92			
	4-18-05/2382530		2400	05		378.42			
	4-20-05/2393040		2400	05		203.16			
						1,800.50			
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	5-10-05/05-5-542		1400	00		383.16			
	5-10-05/05-5-550		1400	00		529.34			
						912.50			
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash		1800	00		20.61			
	3-23-05to5-18-05		1803	00		8.60			
			2700	01		30.00			
			2700	08		10.00			
						69.21			
N03660 Elizabeth D. Minter (Petty Cash Ch Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Checks		0900	08		36.08			
	4-6-05to5-18-05		1800	00		298.99			
			1800	08		60.23			
			1803	00		10.24			
			1900	00		50.00			
			1900	08		200.00			
			2700	01		650.00			
			2700	03		290.00			
		2700	08		40.00				
						1,635.54			
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	5-2-05/335-253-2062		0700	01		277.36			
	4-30-05/714-524-8408		0700	08		33.64			
						311.00			

The claims listed above (totaling \$4,728.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	Doc Number	SC	
			BS Acct	Objt/ Rev					
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	4-28-08/A37850		0700	05		215.50			
	4-13-05/F64635		2400	01		48.76			
	4-13-05/F646354		2400	01		29.19			
	4-14-05/F649309		2400	01		204.99			
	4-14-05/F649310		2400	01		85.58			
	4-01-05/U623735		2400	01		642.63			
	4-01-05/U623740		2400	01		564.04			
	4-05-05/F629330		2400	01		441.64			
	4-05-05/F629331		2400	01		85.18			
	4-05-05/F629332		2400	01		1,103.04			
	4-05-05/F629333		2400	01		608.66			
	4-12-05/F643667		2400	01		161.54			
	4-12-05/F643668		2400	01		93.15			
	4-21-05/F663957		2400	01		29.51			
	4-21-05/F663956		2400	01		14.94			
	4-21-05/F663955		2400	01		19.30			
	4-21-05/F663954		2400	01		48.80			
	4-21-05/F663953		2400	01		36.25			
	4-21-05/F663952		2400	01		29.19			
	4-20-05/F660796		2400	01		251.81			
	4-26-05/F671675		2400	01		21.33			
	4-26-05/F671674		2400	01		19.33			
	4-26-05/F671673		2400	01		29.19			
	5-06-05/F695437		2400	01		41.64			
	5-02-05/F682291		2400	01		87.60			
	5-02-05/F682292		2400	01		37.93			
	5-02-05/F682293		2400	01		75.79			
	5-02-05/F682294		2400	01		45.44			
	5-02-05/F682295		2400	01		190.67			
	5-02-05/F682296		2400	01		291.42			
5-09-05/F698028		2400	01		38.02				
5-09-05/F698029		2400	01		29.15				
5-09-05/F698030		2400	01		44.77				
5-09-05/F698031		2400	01		45.72				
5-09-05/F698032		2400	01		48.74				
						5,760.44			

The claims listed above (totaling \$5,760.40) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED B _____

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/		Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS	Acct				Doc Number	SC
N03842A	4-24-05/94052394			2400	01		142.95		
Ingram Library Services	4-24-05/94052393			2400	01		22.54		
P.O. Box 502779	4-24-05/94052392			2400	01		18.67		
St. Louis, MO 63150-2779	4-25-05/94077085			2400	01		16.27		
	4-18-05/93963920			2400	01		44.87		
	4-18-05/93963919			2400	01		17.82		
	4-18-05/93963918			2400	01		10.63		
	4-21-05/94022730			2400	01		54.22		
	4-21-05/94022729			2400	01		3.46		
	4-21-05/94022728			2400	01		13.72		
	4-21-05/94022726			2400	01		35.29		
	4-21-05/94022725			2400	01		16.09		
	4-21-05/94022724			2400	01		4.00		
	4-19-05/93987003			2400	01		17.01		
	4-19-05/93987002			2400	01		78.44		
	4-19-05/93987001			2400	01		64.56		
	4-19-05/93987000			2400	01		15.99		
	4-19-05/93986999			2400	01		12.85		
	4-19-05/93986998			2400	01		13.22		
	4-19-05/93979909			2400	01		45.18		
	4-11-05/93847353			2400	01		39.28		
	4-11-05/93847352			2400	01		49.56		
	4-11-05/93847351			2400	01		72.71		
	4-12-05/93870059			2400	01		23.28		
	4-12-05/93870058			2400	01		7.24		
	4-12-05/93870057			2400	01		17.45		
	4-12-05/93870056			2400	01		17.64		
	4-14-05/93916916			2400	01		447.08		
	4-14-05/93916915			2400	01		15.86		
	4-14-05/93916914			2400	01		13.25		
	4-14-05/93916913			2400	01		126.57		
	4-14-05/93916912			2400	01		24.85		
	4-14-05/93916911			2400	01		14.75		
	4-14-05/93916910			2400	01		14.75		
	4-14-05/93908080			2400	01		42.99		
	4-17-05/93940113			2400	01		211.35		
	4-17-05/93940112			2400	01		17.79		
	4-10-05/93823379			2400	01		30.45		
	4-10-05/93823378			2400	01		17.98		
	5-09-05/94319729			2400	01		27.30		
	5-09-05/94319728			2400	01		43.32		
	5-09-05/94319727			2400	01		16.04		
	5-09-05/94319726			2400	01		35.49		
	5-09-05/94319725			2400	01		33.95		
	5-09-05/94319724			2400	01		17.59		
	5-09-05/94319723			2400	01		16.57		
							2,042.87		

The claims listed above (totaling \$2,042.87) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	5-03-05/94213676		2400	01		15.43		
	5-01-05/94175347		2400	01		40.40		
	5-01-05/94175346		2400	01		197.86		
	4-21-05/94022727		2400	01		12.29		
	4-28-05/94150904		2400	01		16.93		
	4-28-05/94150903		2400	01		159.69		
	4-28-05/94150902		2400	01		11.72		
	4-28-05/94150901		2400	01		24.79		
	4-28-05/94150900		2400	01		13.29		
	4-28-05/94150899		2400	01		15.27		
	4-28-05/94150898		2400	01		16.86		
	4-28-05/94150897		2400	01		17.50		
	4-28-05/94150896		2400	01		37.47		
	4-28-05/94150895		2400	01		38.78		
	4-28-05/94150894		2400	01		25.02		
						643.30		
N03847 OCLC PO Box 951488 Cleveland OH 44193	4-30-05/765480		1900	00		21.30		
N04858 Oxford University Press 2001 Evans Road Cary, NC 27513	5-05-05/91809918		2400	01		6.89		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	5-05-05/2041964		1800	00		1,716.71		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	5-06-05/288223896		1800	00		49.20		
N06771 The H.W. Wilson Company 950 University Ave. Bronx, NY 10452-4297	4-04-05/5639330X		2400	04		302.85		
N06935 Dun & Bradstreet Business Reference Services P.O. Box 75434 Chicago, IL 60675-5918	4-26-05/7214873-01		2400	01		125.00		
	4-20-05/7205373-01		2400	01		100.00		
						225.00		

The claims listed above (totaling \$2,965.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/	Objt/			Doc Number	SC
			BS Acct	Rev				
N09111A EBSCO Subscription Services PO Box 92901 Los Angeles, CA 90009-2901	5-11-05/0266775		2400	03		650.00		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	5-07-05/200505-36		1900	00		15.00		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	5-01-05/147154		1900	00		143.20		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	5-10-05/010-19000-05435		0300	00		743.80		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	4-22-05 Sp Literacy		1900	01		322.56	"2"	
N22268 Midwest Tape PO Box 820 Holland OH 43528	4-28-05/1072487		2400	02		254.85		
	4-28-05/1072490		2400	02		405.80		
	4-28-05/1072489		2400	02		335.75		
	4-28-05/1072488		2400	02		92.93		
	4-28-05/1072492		2400	02		240.88		
	4-28-05/1072491		2400	02		94.96		
	4-28-05/1072493		2400	02		130.95		
	4-27-05/1072039		2400	02		198.81		
	4-27-05/1072040		2400	02		129.87		
	4-27-05/1072038		2400	02		108.88		
	4-27-05/1072041		2400	02		12.99		
	4-27-05/1072042		2400	02		25.99		
	4-27-05/1072043		2400	02		129.98		
	4-22-05/1069782		2400	02		254.88		
	4-22-05/1069780		2400	02		287.77		
	4-22-05/1069781		2400	02		167.86		
	4-19-05/1067280		2400	02		90.90		
	4-22-05/1069779		2400	02		195.80		
	4-22-05/1069783		2400	02		415.79		
	4-22-05/1069784		2400	02		109.96		
						3,685.60		

The claims listed above (totaling \$5,560.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N22268 Midwest Tape PO Box 820 Holland OH 43528	4-19-05/1067281		2400	02		16.99		
	4-12-05/1065407		2400	02		67.99		
	4-12-05/1065406		2400	02		59.97		
	4-12-05/1064445		2400	02		109.97		
	4-12-05/1064446		2400	02		134.94		
	4-18-05/1066658		2400	02		37.97		
	4-18-05/1066662		2400	02		12.99		
	4-18-05/1066663		2400	02		72.97		
	4-18-05/1066664		2400	02		12.99		
	4-18-05/1066661		2400	02		49.99		
	4-18-05/1066660		2400	02		225.84		
	4-18-05/1066659		2400	02		403.67		
	4-19-05/1067282		2400	02		126.95		
	4-26-05/1070051		2400	02		299.76		
	4-26-05/1070052		2400	02		385.79		
	4-26-05/1070050		2400	02		74.92		
	4-26-05/1070053		2400	02		57.97		
	4-26-05/1070056		2400	02		121.94		
	4-26-05/1070055		2400	02		33.98		
	4-26-05/1070054		2400	02		9.99		
	5-04-05/1074786		2400	02		38.98		
	5-04-05/1074787		2400	02		49.98		
	5-04-05/1074788		2400	02		278.88		
	5-04-05/1074789		2400	02		343.89		
	5-04-05/1074783		2400	02		126.90		
	5-04-05/1074784		2400	02		35.97		
	5-04-05/1074785		2400	02		11.99		
5-04-05/1074782		2400	02		176.86			
						3,381.03		
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	4-22-05 Sp Literacy		1900	01		229.76	"2"	
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	5-06-05/2101045		2400	01		36.68		
	5-06-05/2101044		2400	01		24.14		
	5-06-05/2101046		2400	01		33.71		
	5-06-05/2101047		2400	01		53.72		
	4-07-05/2034371		2400	01		38.07		
	4-12-05/2076758		2400	01		13.44		
	4-12-05/2076760		2400	01		82.33		
	4-12-05/2076759		2400	01		19.60		
4-27-05/2031734		2400	01		60.73			
						362.42		

The claims listed above (totaling \$3,973.21) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc	SC
							Number	
N26080 EDC Educational Services Usborne Books P.O. Box 21568 Tulsa, OK 74121-1568	4-29-05/1576978		2400	01		510.12		
N26874A (address change) David Moyle dba Moyle Design Group PO Box 65 Placentia, CA 92870 SSN 552-93-4993	5-13-05/0528		1900	00		950.00		
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	4-22-05/197922 5-5-05/199514 4-21-05/197616		2400	05		131.17 59.88 18.71		
						209.76		
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	4-6-05to5-17-05 Travel Reimb		2700	01		23.52		
N29760 Gary Bell c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	5/5/2005 Travel Reimb		2700	01		7.61		
N29833 Thomson Gale PO Box 95501 Chicago IL 60694-5501	5-10-05/13996136 4-11-05/13944419 4-12-05/13948228 5-03-05/13977459		2400	01		151.39 151.86 85.20 16,745.00		
						17,133.45		
N30080 Showcases 8570 Commerce St #113 Cape Canaveral FL 32920	5-06-05/222354 5-03-05/222264		1800	00		240.30 379.62		
						619.92		
N30025 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	5-06-05/1089421443 4-18-05/1089310389 4-27-05/1089371998		2400	05		52.40 45.20 38.00		
						135.60		

The claims listed above (totaling \$19,589.98) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N26230 National Retirement Services 3030 Old Ranch Pkwy Ste 400 Seal Beach CA 90740	4-26-05 Amendment fee		1900	00		250.00		
need vendor # Information Publications, Inc 3790 El Camino Real #162 Palo Alto CA 94306	5-02-05/1505A		2400	01		112.52		
need vendor # Bestsellers Audio, LLC 10758 Crossings Dr. Aurora, OH 44202	1051		2400	05		59.00		

The claims listed above (totaling \$421.52) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

421.52



County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 33,751.77 on 6 | 8 | 05

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121000248
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #25

Description: Payroll

Department / Agency

Contact: Elizabeth D. Minter, Library Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL											A-C USE	
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SI CL
707	707			0100	00						31,512.33	
707	707			0200	00						2,239.44	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	33,751.77
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY					EXPENDITURES AUTHORIZED AND APPROVED BY					APPROVED DAVID E. SUNDSTROM, Auditor-Controller		
CLAIMANT	DATE	AUTHORIZED SIGNER					DATE	DEPUTY	DATE			

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
<p>Auditor-Controller Approvals:</p> <p>Claims & Disbursing:</p> <p>Over Limit: _____ <small>\$100,000 (1) \$500,000 (2) \$1,000,000 (3)</small></p> <p>Claims & Disbursing Manager: _____</p> <p>Check Writing: _____</p> <p>General Ledger Approvals:</p> <p>Cash & Expense Budget: _____ Date: _____ WREC: _____</p>	<p>Transaction Reference</p> <p>Automated Clearing House (CH): _____ Wire Transfer (WT): _____</p> <p>Automated Clearing House (IC): _____</p> <p>MW Transaction #: _____</p> <p>Treasurer-Tax Collector Information:</p> <p>Released By / Ref #: _____</p>



County of Orange
ELECTRONIC FUNDS TRANSFER
A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 33,751.77 on 6 | 22 | 05

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121000248
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #26

Description: Payroll

Department / Agency

Contact: Elizabeth D. Minter, Library Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						31,512.33	
707	707			0200	00						2,239.44	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	33,751.77
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE	AUTHORIZED SIGNER	DATE	DEPUTY	DATE							

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
Auditor-Controller Approvals: Claims & Disbursing: Over Limit: _____ \$100,000 (1) \$500,000 (2) \$1,000,000 (3) Claims & Disbursing Manager: _____ Check Writing: _____ General Ledger Approvals: Cash & Expense Budget: _____ Date: _____ wrec: _____	Transaction Reference Automated Clearing House (CH): _____ Wire Transfer (WT): _____ Automated Clearing House (IC): _____ MW Transaction #: _____ Treasurer-Tax Collector Information Released By / Ref #: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: May 23, 2005

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2004-2005 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2004-2005 is Attachment B.

I am recommending that no funds be transferred at this time.

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2004-2005 through May 23, 2005.



Placentia Library District
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/03		Beginning Balance			707,872.67
05/24/04	4612	Payroll to wire July 8, 2004		31,154.00	676,718.67
06/16/04	4623	General by Library Director		2,319.00	674,399.67
06/30/04		Payroll to wire 07/21/04		32,653.50	641,746.17
06/30/04		Payroll to wire 08/04/05		32,653.50	609,092.67
06/30/04	4626	General by Library Director		3,205.53	605,887.14
06/30/04	4627	General by Library Director		120.61	605,766.53
07/07/04	4628	General by Library Director		4,795.93	600,970.60
07/07/04	4629	General by Library Director		17,712.52	583,258.08
07/14/04		Library Passport Revenue, Jul	9,800.50		593,058.58
07/14/04		Library Revenue, Jul	1,325.42		594,384.00
07/14/04		Interest Bank of the West	4.45		594,388.45
07/15/04		FY2003-2004 Secured #8	13,489.99	33.72	607,844.72
07/15/04		Supplemental 1985+	3,268.05		611,112.77
07/15/04		Delinquent Supplemental	1,630.01		612,742.78
07/15/04		Delinquent Supplemental Penalties	405.00		613,147.78
07/15/04		Supplemental 1984	1.30		613,149.08
07/15/04	4630	General by Library Director		12,819.81	600,329.27
07/15/04	4631	General by Library Director		636.90	599,692.37
07/19/04		Teeter Plan Delinquent Secured	12,766.29		612,458.66
07/26/04	4632	General		2,818.52	609,640.14
07/26/04	4633	General		4,017.23	605,622.91
07/26/04		Payroll to wire 08/18/05		31,513.17	574,109.74
07/26/04		Payroll to wire 09/01/05		31,513.17	542,596.57
07/27/04	4635	General by Library Director		446.40	542,150.17
07/28/04		Library Passport Revenue, Jul	8,968.85		551,119.02
07/28/04		Library Revenue, Jul	949.15		552,068.17
07/28/04	4634	General by Library Director		2,579.79	549,488.38
08/04/04	4636	General by Library Director		8,170.40	541,317.98
08/04/04	4647	General by Library Director		8,759.92	532,558.06
08/11/04		Supplemental #1	7,372.76		539,930.82
08/11/04	4639	General by Library Director		16,458.41	523,472.41
08/12/04	4638	General by Library Director		3,656.02	519,816.39
08/19/04		Library Passport Revenue, Aug	8,623.22		528,439.61
08/19/04		Library Revenue, Aug	1,573.32		530,012.93
08/19/04		Interest, Bank of the West	3.37		530,016.30
08/20/04		Interest, Jul	835.22	74.05	530,777.47
08/23/04	4640	General		3,844.89	526,932.58
08/23/04	4641	General		3,653.10	523,279.48
08/23/04	4642	General		6,681.06	516,598.42
08/23/04		Payroll to wire 09/15/05		34,309.78	482,288.64
08/23/04		Payroll to wire 09/29/05		32,299.52	449,989.12
08/26/04	4643	General by Library Director		10,975.77	439,013.35
08/26/04	4644	General by Library Director		8,897.41	430,115.94
08/27/04		Passport fee refund on Claim 4640	(31.00)		430,084.94
09/02/04	4645	General by Library Director		2,186.07	427,898.87
09/02/04	4646	General by Library Director		161.35	427,737.52

Placentia Library District
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/09/04	4648	General by Library Director		4,211.13	423,526.39
09/09/04	4649	General by Library Director		8,359.69	415,166.70
09/20/04	4650	General		2,728.08	412,438.62
09/20/04	4651	General		5,101.54	407,337.08
09/20/04		Payroll to wire 10/13/05		31,513.17	375,823.91
09/20/04		Payroll to wire 10/27/05		31,513.17	344,310.74
09/23/04	4652	General by Library Director		15,046.77	329,263.97
09/23/00	4653	General by Library Director		8,308.56	320,955.41
09/23/04	4654	General by Library Director		7,724.91	313,230.50
09/30/04	4655	General by Library Director		4,649.97	308,580.53
09/30/04	4656	General by Library Director		274.48	308,306.05
09/20/04		Unsecured	53,829.90	134.57	362,001.38
09/20/04		Supplemental #2	8,254.22		370,255.60
09/21/04		Interest, Aug	817.53	66.55	371,006.58
09/13/04		Interest, Bank of the West	3.28		371,009.86
09/13/04		State Library ILL, 5th Quarter	3,717.85		374,727.71
09/13/04		Library Revenue, Sep	1,503.43		376,231.14
09/13/04		Library Passport Revenue, Sep	7,416.30		383,647.44
10/05/04		State Library Literacy Grant	30,000.00		413,647.44
10/05/04		Library Passport Revenue, Sep	8,620.60		422,268.04
10/05/04		State Library ELLI Grant	8,520.00		430,788.04
10/05/04		Library Revenue, Sep	2,031.56		432,819.60
10/05/04		Target Grant	2,000.00		434,819.60
10/05/04		State Library ILL, 1st Quarter	1,496.30		436,315.90
10/07/04	4657	General by Library Director		2,430.29	433,885.61
10/07/04	4658	General by Library Director		9,838.86	424,046.75
10/13/04		Supplemental #3	3,337.05		427,383.80
10/14/04	4659	General by Library Director		4,957.25	422,426.55
10/14/04	4660	General by Library Director		2,050.60	420,375.95
10/25/04	4661	General		6,397.90	413,978.05
10/25/04	4662	General		3,939.56	410,038.49
10/25/04	4663	General		1,350.93	408,687.56
10/25/04	4664	General		11,624.32	397,063.24
10/25/04	4665	General		3,122.11	393,941.13
10/25/04	4666	General		1,225.39	392,715.74
10/25/04	4667	General		1,022.45	391,693.29
10/25/04		Payroll to wire 11/10/05		31,513.17	360,180.12
10/25/04		Payroll to wire 11/24/05		31,513.17	328,666.95
10/27/04		Library Passport Revenue, Oct	7,885.95		336,552.90
10/27/04		Library Revenue, Oct	2,257.48		338,810.38
10/28/04		Interest, Sep	735.10	53.91	339,491.57
11/04/04	4668	General by Library Director		14,852.96	324,638.61
11/04/04	4669	General by Library Director		1,762.09	322,876.52
11/04/04	4670	General by Library Director		7,241.20	315,635.32
11/04/04	4671	General by Library Director		1,865.84	313,769.48
11/17/04		Interest, Oct	756.03	51.77	314,473.74
11/18/04		Supplemental #4	2,779.54		317,253.28

Placentia Library District
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/22/04	4672	General		19,064.08	298,189.20
11/22/04	4673	General		3,094.00	295,095.20
11/22/04	4674	General		1,292.49	293,802.71
11/22/04	4675	General		52,051.00	241,751.71
11/22/04	4676	General		9,546.73	232,204.98
11/22/04	4677	General		7,518.20	224,686.78
11/22/04	4678	General		5,702.60	218,984.18
11/22/04		Payroll to wire 12/08/04		38,412.06	180,572.12
11/22/04		Payroll to wire 12/22/04		38,412.06	142,160.06
11/23/04		Secured #1	135,653.23	339.13	277,474.16
11/29/04	4679	General by Library Director		5,666.23	271,807.93
11/30/04	4680	General by Library Director		651.00	271,156.93
11/30/04	4681	General by Library Director		3,526.96	267,629.97
11/30/04	4682	General by Library Director		8,104.95	259,525.02
12/01/04	4683	General by Library Director		6,824.00	252,701.02
12/09/04		Secured # 2	193,404.94	483.77	445,622.19
12/09/04		Library Passport Revenue, Nov	12,587.64		458,209.83
12/09/04		Library Revenue, Nov	2,889.03		461,098.86
12/09/04		Homeowners #1	2,582.58		463,681.44
12/09/04	4684	General by Library Director		5,850.94	457,830.50
12/09/04	4685	General by Library Director		4,062.13	453,768.37
12/09/04	4686	General by Library Director		8,410.64	445,357.73
12/20/04		Secured # 3	299,692.60	749.31	744,301.02
12/20/04		Supplemental # 5	10,478.13		754,779.15
12/20/04	4687	General		3,053.75	751,725.40
12/20/04	4688	General		1,872.12	749,853.28
12/20/04	4689	General		6,351.60	743,501.68
12/20/04	4690	General		250.67	743,251.01
12/20/04	4691	General		11,438.67	731,812.34
12/20/04		Payroll to wire 1/5/05		33,632.62	698,179.72
12/20/04		Payroll to wire 1/19/05		33,247.27	664,932.45
12/23/04		Interest, Nov	726.38	45.35	665,613.48
12/23/04	4692	General by Library Director		3,183.44	662,430.04
12/23/04	4693	General by Library Director		1,196.97	661,233.07
01/06/05	4694	General by Library Director		2,279.93	658,953.14
01/06/05	4695	General by Library Director		11,263.61	647,689.53
01/06/05	4696	General by Library Director		88.50	647,601.03
01/10/05		Homeowners #2	6,026.02		653,627.05
01/12/05		Library Passport Revenue, Dec/Jan	10,022.89		663,649.94
01/12/05		Library Revenue, Dec/Jan	3,039.69		666,689.63
01/13/05	4697	General by Library Director		5,261.64	661,427.99
01/13/05	4698	General by Library Director		13,294.61	648,133.38
01/17/05	4699	General		36,041.71	612,091.67
01/17/05	4700	General		2,511.11	609,580.56
01/17/05	4701	General		929.87	608,650.69
01/17/05		Payroll to wire 2/2/05		34,840.84	573,809.85
01/17/05		Payroll to wire 2/16/05		33,247.27	540,562.58

Placentia Library District
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/20/05	4702	General by Library Director		9,778.24	530,784.34
01/20/05	4703	General by Library Director		3,230.49	527,553.85
01/20/05		Secured #4	90,617.50	226.54	617,944.81
01/20/05		Unsecured	7,318.65	18.30	625,245.16
01/20/05		Supplemental #6	11,375.01		636,620.17
01/21/05		Interest, Dec.	1,236.20	71.28	637,785.09
01/27/05	4704	General by Library Director		3,534.91	634,250.18
02/03/05	4705	General by Library Director		4,529.58	629,720.60
02/03/05	4706	General by Library Director		13,532.65	616,187.95
02/08/05		State Library, Literacy Grant	29,191.00		645,378.95
02/08/05		Library Revenue, January	3,651.71		649,030.66
02/08/05		Library Passport Revenue, January	12,942.52		661,973.18
02/09/05		Public Utility #1	11,524.07	28.81	673,468.44
02/10/05	4707	General by Library Director		7,740.74	665,727.70
02/10/05	4708	General by Library Director		9,822.70	655,905.00
02/10/05	4709	General by Library Director		518.57	655,386.43
02/16/05		SDAF #1	4,060.00		659,446.43
02/16/05		Supplemental #7	4,740.36		664,186.79
02/17/05	4710	General by Library Director		3,678.42	660,508.37
02/22/05	4711	General		17,370.56	643,137.81
02/22/05	4712	General		2,902.80	640,235.01
02/22/05	4713	General		1,811.38	638,423.63
02/22/05	4714	General		1,137.12	637,286.51
02/22/05	4715	General		5,322.18	631,964.33
02/22/05		Payroll to wire 3/2/05		39,286.93	592,677.40
02/22/05		Payroll to wire 3/16/05		37,027.23	555,650.17
02/24/05	4716	General by Library Director		7,514.60	548,135.57
02/24/05	4717	General by Library Director		2,101.44	546,034.13
02/28/05		Interest, Jan	1,502.27	74.77	547,461.63
03/03/05	4718	General by Library Director		4,701.93	542,759.70
03/03/05	4719	General by Library Director		591.05	542,168.65
03/10/05	4720	General by Library Director		3,376.93	538,791.72
03/11/05		State Library, TBR Interlibrary Loan	6,557.07		545,348.79
03/11/05		Boeing Literacy Grant/Placentia Library Foundation	5,000.00		550,348.79
03/11/05		State Library, Project Grant, Global Language	6,000.00		556,348.79
03/11/05		Library Revenue, February	4,096.91		560,445.70
03/11/05		Library Passport Revenue, February	14,814.41		575,260.11
03/14/05	4721	General by Library Director		11,847.15	563,412.96
03/18/05		Interest, Feb	1,383.44	63.77	564,732.63
03/21/05	4722	General		13,816.74	550,915.89
03/21/05	4723	General		1,969.34	548,946.55
03/21/05	4724	General		2,052.86	546,893.69
03/21/05	4725	General		1,340.12	545,553.57
03/21/05		Payroll to wire 3/30/05		35,276.03	510,277.54
03/21/05		Payroll to wire 4/13/05		35,276.03	475,001.51
03/21/05		Secured #5	76,124.87	190.31	550,936.07
03/21/05		Supplemental #8	4,669.43		555,605.50

Placentia Library District
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/23/05		Interest, Bank of the West	42.14		555,647.64
03/23/05		State Library, CA Foundation Funds	21,402.00		577,049.64
03/23/05		Library Revenue, March	2,621.09		579,670.73
03/23/05		Library Passport Revenue, March	10,353.57		590,024.30
03/24/05	4726	General by Library Director		9,241.48	580,782.82
03/24/05	4727	General by Library Director		50.19	580,732.63
03/28/05		Interest for unapportioned taxes	418.91	34.78	581,116.76
03/31/05	4728	General by Library Director		24,535.83	556,580.93
03/31/05	4729	General by Library Director		1,362.92	555,218.01
04/07/05	4730	General by Library Director		3,535.26	551,682.75
04/07/05	4731	General by Library Director		11,830.08	539,852.67
04/15/05		Interest, Jun 04 Administration Fee Rebate	2.79	(145.71)	540,001.17
04/18/05	4732	General		8,567.83	531,433.34
04/18/05	4733	General		1,367.35	530,065.99
04/18/05	4734	General		2,108.98	527,957.01
04/18/05	4735	General		11,564.29	516,392.72
04/18/05	4736	General		6,511.28	509,881.44
04/18/05	4737	General		785.55	509,095.89
04/18/05		Payroll to wire 4/27/05		33,880.40	475,215.49
04/18/05		Payroll to wire 5/11/05		33,880.40	441,335.09
04/18/05		Payroll to wire 5/25/05		31,513.17	409,821.92
04/20/05		Secured #6	342,660.06	11,087.56	741,394.42
04/20/05		Supplemental #9	5,682.08		747,076.50
04/21/05	4738	General by Library Director		1,580.16	745,496.34
04/22/05		Interest, Mar	1,493.19	67.12	746,922.41
04/28/05	4739	General by Library Director		5,970.63	740,951.78
04/28/05	4740	General by Library Director		3,587.25	737,364.53
04/28/05		Interest, Bank of the West	17.10		737,381.63
04/28/05		Library Revenue, Apr.	6,464.50		743,846.13
04/28/05		Library Passport Revenue, Apr.	36,050.53		779,896.66
05/05/05	4741	General by Library Director		4,061.63	775,835.03
05/05/05	4742	General by Library Director		13,695.25	762,139.78
05/05/05		Payroll to wire 5/11/05 void	33,880.40		796,020.18
05/05/05		Payroll to wire 5/11/05		48,751.40	747,268.78
05/23/05	4743	General		4,728.70	742,540.08
05/23/05	4744	General		5,760.44	736,779.64
05/23/05	4745	General		2,042.87	734,736.77
05/23/05	4746	General		2,965.25	731,771.52
05/23/05	4747	General		5,560.16	726,211.36
05/23/05	4748	General		3,973.21	722,238.15
05/23/05	4749	General		19,799.74	702,438.41
05/23/05	4750	General		421.52	702,016.89
05/23/05		Payroll to wire 6/8/05		33,751.77	668,265.12
05/23/05		Payroll to wire 6/22/05		33,751.77	634,513.35
					634,513.35



Placentia Library District
Property Tax Apportionments
Fiscal Year 2004-2005

Date	Category	Amount
07/19/04	Secured Teeter Actual Final Delinquencies, FY05	2% - 4%
08/13/04	Prior Year Secured Taxes & Penalties #1 Jul	
08/13/04	Supplemental #1 Jul	
09/10/04	Prior Year Secured Taxes & Penalties #2 Aug	
09/18/04	Supplemental #2 Aug	
09/18/04	Unsecured collections at 8/31/04, #1	80% - 85%
10/15/04	Prior Year Secured Taxes & Penalties #3 Sep	
10/15/04	Supplemental #3 Sep	
11/12/04	Prior Year Secured Taxes & Penalties #4 Oct	
11/20/04	Supplemental #4 Oct	
11/25/04	Current secured #1	7% - 10%
12/10/04	Current secured #2	20% - 25%
12/10/04	Homeowners Property Tax Relief	15%
12/10/04	Prior Year Secured Taxes & Penalties #5 Nov	
12/18/04	Current secured #3	10% - 15%
12/18/04	Supplemental #5 Nov	
01/08/05	Homeowners Property Tax Relief	35%
01/14/05	Prior Year Secured Taxes & Penalties #6 Dec	
01/20/05	Current secured #4	4% - 7%
01/20/05	Supplemental #6 Dec	
01/20/05	Unsecured collections at 12/31/04, #2	5% - 10%
02/05/05	State-Assessed Public Utility, #1	49% - 50%
02/10/05	Prior Year Secured Taxes & Penalties #7 Jan	
02/19/05	Supplemental #7 Jan	
03/10/05	Prior Year Secured Taxes & Penalties #8 Feb	
03/18/05	Current secured #5	5% - 7%
03/18/05	Supplemental #8 Feb	
04/08/05	Unsecured collections at 03/31/05, #3	1% - 3%
04/14/05	Prior Year Secured Taxes & Penalties #9 Mar	
04/14/05	Supplemental #9 Mar	
04/19/05	Current secured #6	15% - 20%
05/10/05	Homeowners Property Tax Relief	35%
05/12/05	Prior Year Secured Taxes & Penalties #10 Apr	
05/20/05	Current secured #7	15% - 20%
05/20/05	Supplemental #10 Apr	
05/26/05	State-Assessed Public Utility, #2	49% - 50%
06/10/05	Homeowners Property Tax Relief	15%
06/16/05	Prior Year Secured Taxes & Penalties #11 May	
06/16/05	Prior Year Unsecured	
06/16/05	Supplemental #11 May	
06/16/05	Unsecured collections at 05/31/05, Final	3% - 6%
07/15/05	Current secured final for FY05	1% - 3%
07/15/05	Delinquent Supplemental, FY05	
07/15/05	Prior Year Secured Taxes & Penalties, FY05 #12 Jun	
07/15/05	Supplemental, FY05 #12 Jun	



Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
May 23, 2005

Fiscal Year 2004-2005

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97
31-Jul-04	120,332.88	10,178.76	162,343.02	657,770.13	9,932.25	960,557.04	302,786.91
31-Aug-04	120,450.85	10,188.74	162,502.17	531,470.57	9,941.98	834,554.31	303,083.74
30-Sep-04	120,739.55	10,213.16	162,891.67	459,788.59	9,965.81	763,598.78	303,810.19
31-Oct-04	120,896.28	10,226.42	163,103.11	447,074.31	9,978.75	751,278.87	304,204.56
30-Nov-04	120,883.45	10,225.33	163,085.79	474,439.99	9,977.69	778,612.25	304,172.26
31-Dec-04	121,058.44	10,240.13	163,321.88	760,018.61	9,992.13	1,064,631.19	304,612.58
31-Jan-05	121,244.85	10,255.90	163,573.36	741,355.45	10,007.52	1,046,437.08	305,081.63
28-Feb-05	121,456.53	10,273.81	163,858.93	700,519.23	10,024.99	1,006,133.49	305,614.26
31-Mar-05	121,679.20	10,292.64	164,159.33	664,264.14	10,043.37	970,438.68	306,174.54
30-Apr-05	121,930.13	10,313.85	164,159.33	907,923.87	10,064.08	1,214,391.26	306,467.39
31-May-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Jun-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fiscal Year 2003-2004

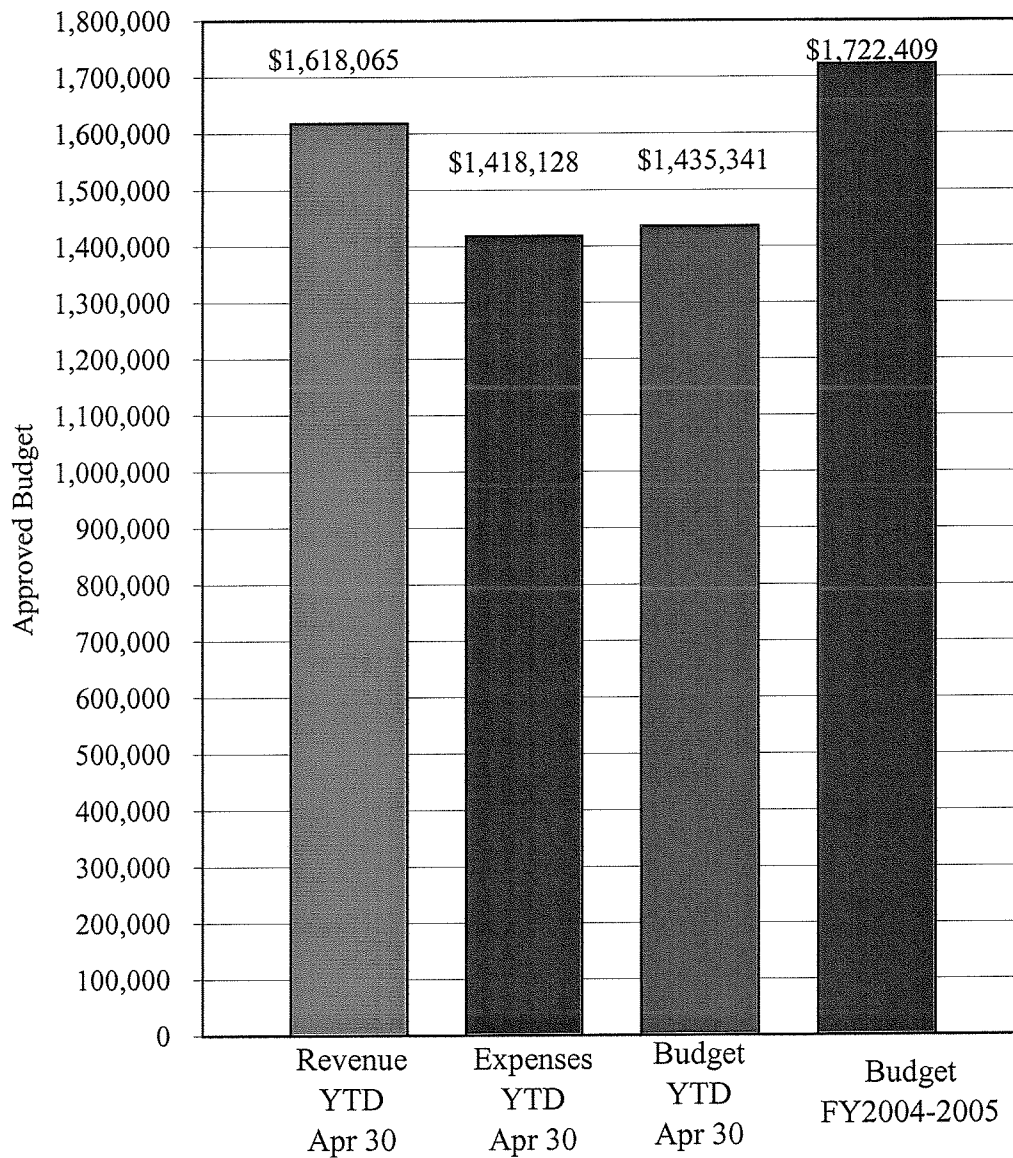
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56	299,079.01
31-Aug-03	118,967.59	10,063.26	160,509.55	400,642.44	9,819.55	700,002.39	299,359.95
30-Sep-03	119,075.36	10,072.38	160,654.95	314,934.39	9,828.45	614,565.53	299,631.14
31-Oct-03	119,194.54	10,082.47	160,815.76	197,523.75	9,838.29	497,454.81	299,931.06
30-Nov-03	119,298.06	10,091.23	160,955.42	235,572.22	9,846.84	535,763.77	300,191.55
31-Dec-03	119,635.03	10,119.72	161,410.07	611,904.10	9,874.66	912,943.58	301,039.48
31-Jan-04	119,750.61	10,129.50	161,566.01	545,332.06	9,884.20	846,662.38	301,330.32
28-Feb-04	119,875.17	10,140.04	161,734.07	523,002.49	9,894.48	824,646.25	301,643.76
31-Mar-04	119,984.08	10,149.26	161,881.01	492,191.83	9,903.47	794,109.65	301,917.82
30-Apr-04	120,098.27	10,158.92	162,035.07	763,712.62	9,912.89	1,065,917.77	302,205.15
31-May-04	120,009.19	10,169.99	162,203.13	786,668.72	9,923.69	1,088,974.72	302,306.00
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00



PLACENTIA LIBRARY DISTRICT

Fiscal Year 2004 - 2005

General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
May 23, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 APR 2005	FY2003-2004 APR 2004	FY2004-2005 % EXP BUD
6210-00	Prop. Taxes - current secured	1,234,995.00	1,151,643.19	1,068,370.57	342,660.06	334,397.29	93.25%
6210-01	Public Utility	22,500.00	11,524.07	11,786.34	0.00	0.00	51.22%
6210-04	Teeter Plan - current delinquent	14,500.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,271,995.00	1,163,167.26	1,080,156.91	342,660.06	334,397.29	91.44%
6220	PROP. TAXES - CURRENT UNSECURED	61,000.00	61,148.55	59,013.71	0.00	2,492.63	100.24%
6230-00	Prop. Taxes - Prior Secured	13,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	16,611.57	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	12,766.29	14,296.23	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	13,000.00	12,766.29	30,907.80	0.00	0.00	98.20%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	4,000.00	4,060.00	4,060.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	48,000.00	58,688.58	43,966.53	5,682.08	10,900.17	122.27%
6280-01	Final supplemental for prior years	0.00	3,269.35	4,113.68	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	48,000.00	61,957.93	48,080.21	5,682.08	10,900.17	129.08%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	2,035.01	1,567.37	0.00	0.00	145.36%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,400,145.00	1,305,135.04	1,223,786.00	348,342.14	347,790.09	93.21%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
May 23, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 APR 2005	FY2003-2004 APR 2004	FY2004-2005 % EXP BUD
6610-00	Interest	4,000.00	9,558.49	4,165.27	1,513.08	562.01	238.96%
6610-01/02	Interest - old bond fund	0.00	418.91	3.77	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	4,000.00	9,977.40	4,169.04	1,513.08	562.01	249.44%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	8,608.60	8,703.95	0.00	0.00	50.64%
6970-00	State - ILL & Direct Loan Reimbursement	14,000.00	11,771.22	14,060.25	0.00	0.00	84.08%
6970-01	State - CA Foundation Funds	18,000.00	21,402.00	23,537.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	51,194.00	64,191.00	51,194.00	0.00	0.00	125.39%
6970-03	State - Family Literacy	0.00	0.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	6,000.00	14,520.00	69.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	70.00	0.00	0.68	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	89,264.00	111,884.22	88,860.93	0.00	0.00	125.34%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	22,000.00	32,372.29	20,856.15	6,464.50	3,542.62	147.15%
7670-01	Local Revenue -- Passport	175,000.00	148,086.98	144,515.69	36,050.53	32,278.01	84.62%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	15,000.00	2,000.00	20,003.25	0.00	0.00	
	TOTAL LOCAL REVENUE	212,000.00	182,459.27	185,375.09	42,515.03	35,820.63	86.07%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	9.94	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,722,409.00	1,618,064.53	1,510,904.95	392,370.25	384,172.73	93.94%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 23, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 APR 05	FY2003-2004 APR 04	FY2004-2005 % EXP BUD
0100	Salaries & Wages	761,117	659,379.34	583,345.23	60,092.27	79,387.58	86.63%
0200	Retirement (Social Security & Pension Contribution)	106,841	95,571.02	76,654.14	4,478.88	6,524.46	89.45%
	Health & Life Insurance/Blue Shield CA	83,667	63,277.58	37,508.16	7,826.27	5,321.76	75.63%
	Long Term Disability/Hartford	4,186	2,645.89	2,601.87	0.00	0.00	63.21%
	Life Insurance/Fortis & Protective Life	1,814	878.75	1,803.75	0.00	105.00	48.44%
	Vision Service Plan/VSP	2,870	2,132.27	1,907.04	276.72	186.30	74.30%
	Dental/Ameritas	8,938	7,149.10	7,051.90	743.80	619.60	79.99%
0300	Total Employee Insurance	101,475	76,083.59	50,872.72	8,846.79	6,232.66	74.98%
0310	Unemployment Insurance	-	7,536.00	140.00	0.00	0.00	
0350	Workers Compensation - General	13,000	16,713.00	9,683.00	0.00	0.00	128.56%
	TOTAL SALARIES & EMPLOYEE BENEFITS	982,433	855,282.95	720,695.09	73,417.94	92,144.70	87.06%
0700-00	Communications - Telephone	2,000	2,085.70	1,184.45	115.33	131.94	104.29%
0700-01	Communications - Modem/Fax	7,800	6,828.90	7,538.15	664.17	647.95	87.55%
0700-02	Communications - Internet/Database	800	0.00	0.00	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	2,155.00	1,939.50	215.50	0.00	79.81%
0700-07	Communications - ELLI Grant	-	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500	1,061.92	1,018.55	195.26	41.46	70.79%
	Total Communications	14,800	12,131.52	11,680.65	1,190.26	821.35	81.97%
0900-00	Food - General Fund	350	618.02	298.36	3.98	0.00	
0900-07	Food - ELLI Grant	-	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	250	364.72	225.37	0.00	0.00	
0090-09	Food - Families for Literacy	500	0.00	403.57	0.00	0.00	
	Total Food	1,100	982.74	927.30	3.98	0.00	89.34%
1000-00	Household Expense	4,250	4,429.22	2,539.87	57.85	178.64	104.22%
1100-00	Insurance - Liability	12,000	11,001.77	11,120.12	0.00	0.00	91.68%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 23, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 APR 05	FY2003-2004 APR 04	FY2004-2005 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	8,108.00	1,957.27	6,330.00	0.00	270.27%
1300-01	Maintenance of Equipment - General Fund (Computer)	25,000	19,500.00	40,030.00	0.00	0.00	78.00%
1300-07	Maintenance of Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	73.85	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	28,500	27,681.85	41,987.27	6,330.00	0.00	97.13%
	HVAC	7,500	2,823.00	2,571.44	168.09	0.00	37.64%
	Carpet Cleaning	2,750	2,200.00	522.72	0.00	0.00	80.00%
	Groundskeeping, City of Placentia	27,500	22,469.69	20,256.62	833.67	0.00	81.71%
	Plumbing	3,000	1,526.95	2,927.28	129.75	277.27	50.90%
	Electrical	4,000	1,004.73	5,140.51	0.00	0.00	25.12%
	Cleaning Service	16,000	12,600.00	11,000.00	1,300.00	1,100.00	78.75%
	Locksmith	1,000	121.70	420.10	0.00	122.38	12.17%
	Other (Includes Fire Alarm & Extinguishers)	6,500	1,869.35	9,503.09	0.00	545.50	28.76%
1400-00	Total Maintenance of Building & Grounds	68,250	44,615.42	52,341.76	2,431.51	2,045.15	65.37%
1600-00	Memberships - General Fund	3,100	3,605.00	3,482.00	0.00	0.00	116.29%
1600-07	Memberships - ELLI Grant	-	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550	910.00	100.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Memberships	3,650	4,515.00	3,582.00	0.00	0.00	123.70%
1700-00	Miscellaneous Expense - General Fund	-	300.00	4,991.58	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	-	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	-	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	-	300.00	4,991.58	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 23, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 APR 05	FY2003-2004 APR 04	FY2004-2005 % EXP BUD
1800-00	Library Supplies	12,000	19,829.24	8,556.99	1,502.40	774.41	165.24%
	Printing	11,500	12,989.26	9,861.82	262.23	193.60	112.95%
	EZ Copy - copy cards for sale to patrons	-	0.00	0.00	0.00	0.00	
	Publications	1,100	691.72	463.82	289.00	0.00	62.88%
	Paper	700	536.06	388.53	0.00	0.00	76.58%
	Drinking Water Service	350	297.00	281.00	30.50	29.50	84.86%
	Other Office Supplies	10,000	20,428.14	10,621.43	3,967.30	1,668.35	204.28%
	Total Office Supply Expense - General Fund	35,650	54,771.42	30,173.59	6,051.43	2,665.86	153.64%
1800-07	ELLI Grant Supply Expense	500	0.00	255.71	0.00	0.00	
1803-00	Printing	2,000	1,932.06	1,712.25	0.00	0.00	
	Publications	2,500	194.60	1,639.63	194.60	0.00	
	Paper	-	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	653.07	0.00	0.00	0.00	
	Total Adult Literacy Office Supply Expense	5,500	2,779.73	3,351.88	194.60	0.00	50.54%
1800-09	Supply Expense Families for Literacy	2,000	0.00	1,576.84	0.00	0.00	
	Total Office Expense	43,650	57,551.15	35,358.02	6,246.03	2,665.86	131.85%
1803-00	Postage Expense - General Fund	4,500	5,615.45	3,418.72	1,530.00	836.60	124.79%
1803-01	Postage Expense - LSCA II Grant	-	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	9.30	37.00	0.00	0.00	9.30%
1803-09	Postage Expense - Families for Literacy	150	0.00	42.50	0.00	0.00	
	Total Postage Expense	4,750	5,624.75	3,498.22	1,530.00	836.60	118.42%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 23, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 APR 05	FY2003-2004 APR 04	FY2004-2005 % EXP BUD
	Care Resources (Employee Assistance)	420	350.00	315.00	35.00	35.00	83.33%
	Pension Contribution & Operating Expenses	7,000	5,867.81	5,345.13	0.00	0.00	83.83%
	Anaheim Consortium Automated Library System	35,000	33,801.06	32,222.53	0.00	0.00	96.57%
	Library Board Consultants & Legal	10,000	3,883.95	19,214.35	0.00	0.00	
	Clipping Service	504	336.00	430.00	42.00	0.00	66.67%
	Interest Allocation & Tax Collection Charges by Orange County	9,500	9,594.35	7,564.99	921.41	56.26	100.99%
	Advertising (Including WEB Site)	2,000	1,893.15	1,537.50	358.45	15.00	94.66%
	Medical Exams	1,200	1,119.50	665.50	60.50	55.50	93.29%
	Collection Services - Accounts Receivable	2,800	1,464.64	2,111.64	143.20	267.74	52.31%
	Audit & Accounting Services	8,600	9,200.00	5,420.00	810.00	0.00	106.98%
	Payroll Preparation	3,600	3,818.02	2,986.06	467.95	405.55	106.06%
	Election Expenses	15,000	17,754.31	0.00	17,754.31	0.00	
	Staff Training in Library	3,500	375.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	15,000	13,236.13	11,738.52	627.00	644.48	88.24%
1900-00	Total Specialized Services - General Fund	114,124	102,693.92	89,551.22	21,219.82	1,479.53	89.98%
1900-01	Specialized Services - Spanish Literacy	3,000	1,811.66	2,144.58	514.32	277.28	
1900-07	Specialized Services - ELLI Grant	-	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000	8,497.56	3,860.00	1,000.00	0.00	169.95%
1900-09	Specialized Services - Families for Literacy	500	0.00	1,150.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	13,258.30	13,497.04	11,087.56	11,491.33	88.39%
	Total Specialized Services	137,624	126,261.44	110,202.84	33,821.70	13,248.14	91.74%
2000-00	Legal Notices - General Fund	650	2,576.25	192.24	0.00	0.00	396.35%
2000-01	Legal Notices - LSCA II Grant	-	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	2,576.25	192.24	0.00	0.00	396.35%
2100-00	Rents/Leases-Equipment	700	474.00	568.40	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 23, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 APR 05	FY2003-2004 APR 04	FY2004-2005 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	43,543.97	101,485.46	0.00	0.00	41.47%
2300-00	Small Tools/Instruments	-	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	-	1,010.45	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	175,000	74,689.32	45,335.54	8,144.18	0.00	42.68%
2400-02	Special Department Expense - Video		7,415.00	2,710.79	2,391.07	0.00	
2400-03	Special Department Expense - Electronic		32,953.89	21,393.69	5,989.97	0.00	
2400-04	Special Department Expense - Periodicals		8,097.10	7,528.14	0.00	0.00	
2400-05	Special Department Expense - Audio		8,311.21	7,692.24	1,111.50	0.00	
2400-07	Special Department Expense - ELLI Grant		0.00	815.73	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	4,720.42	1,811.96	1,739.60	0.00	236.02%
2400-09	Special Department Expense - Families for Literacy		352.01	2,940.65	0.00	0.00	
	Total Special Department Expense	177,000	137,549.40	90,228.74	19,376.32	0.00	77.71%
2600-00	Transportation/Travel - General	-	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	2,394.28	3,334.70	0.00	0.00	95.77%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500	2,879.90	2,251.33	110.79	145.77	64.00%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	1,118.50	0.00	0.00	0.00	74.57%
2700-03	Transportation/Travel - Meetings, Board Local	750	202.46	1,110.00	42.00	0.00	26.99%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	-	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	17.03	22.32	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	348.40	0.00	10.00	0.00	34.84%
2700-09	Transportation/Travel - Meetings - Families for Literacy	-	25.00	52.56	0.00	0.00	
	Total Transportation/Travel - Meetings	11,250	6,985.57	6,770.91	162.79	145.77	62.09%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 23, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 APR 05	FY2003-2004 APR 04	FY2004-2005 % EXP BUD
2800-00	Electricity	72,000	38,420.42	34,456.39	3,017.99	0.00	53.36%
	Gas	4,200	7,784.89	3,150.02	847.48	565.73	185.35%
	Water	4,250	2,633.05	2,704.75	166.92	0.00	61.95%
	Total Utilities	80,450	48,838.36	40,311.16	4,032.39	565.73	60.71%
	TOTAL SUPPLIES & SERVICES	693,624	535,062.41	517,786.54	75,182.83	20,507.24	77.14%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	6,107.22	5,725.84	0.00	0.00	101.79%
4000-00	Equipment - General Fund	20,000	21,675.79	23,040.76	0.00	0.00	108.38%
4000-07	Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	-	0.00	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	-	0.00	0.00	0.00	0.00	
	Total Equipment	20,000	21,675.79	23,040.76	0.00	0.00	108.38%
4200-00	Structures/Improvements	20,352	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	40,352	21,675.79	23,040.76	0.00	0.00	53.72%
5200	PROVISION FOR CONTINGENCIES	-	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	-	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,722,409	1,418,128.37	1,267,248.23	148,600.77	112,651.94	82.33%
	ELLI Grant Summary Object Code 07	1,500	17.03	1,094	0	0	3.35
	CLC Summary Object Code 08	3,150	18,765.90	10,405	3,139	41	
	FFL Grant Summary Object Code 09	3,000	377.01	6,166	0	0	
	TOTAL LITERACY (Excluding Personnel)	21,050	19,159.94	17,665	3,139	41	

Placentia Library District
Balance Sheet
As of April 30, 2005

	<u>Apr 30, 05</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	1,256.55
County Exempt - Savings	6,614.49
General Fund - Checking	14,880.19
General Fund - Savings	15,218.50
Literacy Fund - Savings	9,784.00
Payroll Checking - Wells Fargo	42,404.85
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
Total Payroll Checking (CDs)	<u>43,661.34</u>
Total Checking/Savings	<u>133,819.92</u>
Total Current Assets	<u>133,819.92</u>
TOTAL ASSETS	<u><u>133,819.92</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	30,767.34
Total Capital	68,809.21
Net Income	34,243.37
Total Equity	<u>133,819.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>133,819.92</u></u>

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Accrual Basis

Placentia Library District
Profit & Loss by Class

July 2004 through April 2005

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	Unclassified	TOTAL
Income						
COE Directors Fund (Friends)	1,194.00	0.00	0.00	0.00	0.00	1,194.00
COE Interest	19.70	0.00	0.00	0.00	0.00	19.70
COE Life Insur Suplmt(EDM)	398.80	0.00	0.00	0.00	0.00	398.80
COE Meeting Room Income	5,675.00	415.00	0.00	0.00	0.00	6,090.00
COE Miscellaneous Income	3,000.15	0.00	0.00	0.00	0.00	3,000.15
COE Passport Chck Reimbursement	34,066.85	801.00	0.00	0.00	0.00	34,867.85
COE Special Event Retirement	2,515.00	0.00	0.00	0.00	0.00	2,515.00
COE Staff Appreciation Reimb	610.00	0.00	0.00	0.00	0.00	610.00
COE Test Proctoring Income	660.00	30.00	0.00	0.00	0.00	690.00
GF Bankcard Deposit	2,291.30	60,463.21	0.00	0.00	0.00	62,754.51
GF Cash Register - Audio Visual	0.00	5.90	0.00	0.00	0.00	5.90
GF Cash Register - Childrens	0.00	377.10	0.00	0.00	0.00	377.10
GF Cash Register - Copy/Debit	0.00	5,237.95	0.00	0.00	0.00	5,237.95
GF Cash Register - Fines	0.00	17,505.59	0.00	0.00	0.00	17,505.59
GF Cash Register - Lost Items	0.00	2,466.42	0.00	0.00	0.00	2,466.42
GF Cash Register - Misc.	0.00	443.93	0.00	0.00	0.00	443.93
GF cash register - Passport Pho	0.00	5,980.00	0.00	0.00	0.00	5,980.00
GF Cash Register - Reserves	7.50	1,496.65	0.00	0.00	0.00	1,504.15
GF County Reimbursements	0.00	10,862.93	0.00	0.00	0.00	10,862.93
GF Fed Work Study Reimbursement	0.00	39,757.79	0.00	0.00	0.00	39,757.79
GF Interest	0.00	85.88	0.00	0.00	0.00	85.88
GF Miscellaneous Income	0.00	645.44	0.00	0.00	0.00	645.44
GF Non Government Grant	0.00	5,000.00	0.00	0.00	0.00	5,000.00
GF Office Expense Reimbursement	0.00	74.00	0.00	0.00	0.00	74.00
GF Passport Revenue	0.00	144,060.41	0.00	0.00	0.00	144,060.41
GF Registration fees refund	0.00	100.00	0.00	0.00	0.00	100.00
GF Special Grants	0.00	9,000.00	0.00	0.00	0.00	9,000.00
GF State Library Grants	0.00	37,711.00	0.00	0.00	0.00	37,711.00
GF State Library Reimbursements	0.00	41,771.22	0.00	0.00	0.00	41,771.22
GF State of CA Foundation Funds	0.00	21,402.00	0.00	0.00	0.00	21,402.00
GF Transfers from County	0.00	1,031.89	0.00	0.00	0.00	1,031.89
GF Travel Reimb - Literacy	0.00	329.40	0.00	0.00	0.00	329.40
GF Typewriter Income	0.00	8.45	0.00	0.00	0.00	8.45
LIT Book Sales	0.00	0.00	50.79	0.00	0.00	50.79
LIT Donations	0.00	0.00	1,250.00	0.00	0.00	1,250.00
LIT Interest Inc - Savings	0.00	0.00	23.88	0.00	0.00	23.88
PA Wire Transfer from County	31,513.17	0.00	0.00	713,174.89	0.00	744,688.06
PA Wire Transfer from Paychex	0.00	0.00	0.00	11,804.77	0.00	11,804.77
Total Income	81,951.47	407,063.16	1,324.67	724,979.66	0.00	1,215,318.96
Expense						
COE Bank fees	114.50	0.00	0.00	0.00	0.00	114.50
COE Childn's Summer Rdng Prgm	1,573.03	0.00	0.00	0.00	0.00	1,573.03
COE Children's Camp Library	374.30	0.00	0.00	0.00	0.00	374.30
COE Friend's Director's Fund	2,139.75	0.00	0.00	0.00	0.00	2,139.75
COE Friend's Other Activities	37.00	0.00	0.00	0.00	0.00	37.00
COE Life Insurance payment	651.95	0.00	0.00	0.00	0.00	651.95
COE Meeting Room Maintenance	1,484.68	0.00	0.00	0.00	0.00	1,484.68
COE Miscellaneous Expense	184.00	0.00	0.00	0.00	0.00	184.00
COE Office Expense	0.00	0.00	0.00	0.00	0.00	0.00
COE Passport Expenses	39,880.90	0.00	0.00	0.00	0.00	39,880.90
COE Special event Retire Expens	3,282.65	0.00	0.00	0.00	0.00	3,282.65
COE Staff Appreciation	1,060.00	0.00	0.00	0.00	0.00	1,060.00
COE Transfer to COE Checking	1,363.00	4,817.75	0.00	0.00	0.00	6,180.75
GF Advertising Expense	0.00	269.70	0.00	0.00	0.00	269.70
GF Bank Fees	0.00	115.44	0.00	0.00	0.00	115.44
GF Bank Return Check Item/Fees	0.00	202.00	0.00	0.00	0.00	202.00
GF Bankcard Service Charge	0.00	2,017.37	0.00	0.00	0.00	2,017.37
GF Deposit Correction	0.00	123.30	0.00	0.00	0.00	123.30
GF Food	0.00	638.97	0.00	0.00	0.00	638.97
GF Household Expenses	0.00	1,027.58	0.00	0.00	0.00	1,027.58
GF Insurance	0.00	651.95	0.00	0.00	0.00	651.95
GF Library Materials (books)	0.00	882.27	0.00	0.00	0.00	882.27
GF Library Supplies	0.00	166.24	0.00	0.00	0.00	166.24
GF Literacy	0.00	1,052.36	0.00	0.00	0.00	1,052.36
GF Memberships	0.00	118.00	0.00	0.00	0.00	118.00
GF Miscellaneous	0.00	55.00	0.00	0.00	0.00	55.00
GF Office Expense	0.00	2,188.57	0.00	0.00	0.00	2,188.57
GF Petty Cash Reimbursement	0.00	-4,242.94	0.00	0.00	0.00	-4,242.94
GF Postage	0.00	592.79	0.00	0.00	0.00	592.79
GF Printing	0.00	1,180.85	0.00	0.00	0.00	1,180.85
GF Prof & Spec Services	0.00	200.00	0.00	0.00	0.00	200.00
GF Taxes & Fees (370)	0.00	3,191.00	0.00	0.00	0.00	3,191.00
GF Transfer to COE	1,080.00	20,130.00	0.00	0.00	0.00	21,210.00
GF Transfer to GF Savings	0.00	44,401.13	0.00	0.00	0.00	44,401.13
GF Transfers to County	0.00	313,733.34	0.00	0.00	0.00	313,733.34
GF Travel Literacy	0.00	718.40	0.00	0.00	0.00	718.40
GF Travel Staff	0.00	2,863.54	0.00	0.00	0.00	2,863.54
GF Travel Trustees	0.00	967.00	0.00	0.00	0.00	967.00
LIT Tutor Training Expense	0.00	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	30.00	0.00	30.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	41,301.70	0.00	41,301.70
PA Employee 125 Co-Pay	0.00	0.00	0.00	5,572.87	0.00	5,572.87
PA Employee Life Insurance	0.00	0.00	0.00	398.80	0.00	398.80

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05/16/05
Accrual Basis

**Placentia Library District
Profit & Loss by Class
July 2004 through April 2005**

	<u>County Exempt Fund</u>	<u>General Fund</u>	<u>Literacy Fund</u>	<u>Payroll Fund</u>	<u>Unclassified</u>	<u>TOTAL</u>
PA Payroll Taxes	0.00	0.00	0.00	180,573.66	0.00	180,573.66
PA Salaries	0.00	0.00	0.00	501,911.19	0.00	501,911.19
Total Expense	<u>53,225.76</u>	<u>398,061.61</u>	<u>0.00</u>	<u>729,788.22</u>	<u>0.00</u>	<u>1,181,075.59</u>
Net Income	<u>28,725.71</u>	<u>9,001.55</u>	<u>1,324.67</u>	<u>-4,808.56</u>	<u>0.00</u>	<u>34,243.37</u>

8:55 AM
05/12/05

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 04/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,035.67
Cleared Transactions						
Checks and Payments - 61 items						
Check	3/26/2005	5564	Passport Services	X	-127.00	-127.00
Check	3/28/2005	5570	Passport Services	X	-67.00	-194.00
Check	3/29/2005	5571	Passport Services	X	-127.00	-321.00
Check	3/30/2005	5574	Passport Services	X	-67.00	-388.00
Check	3/30/2005	5572	Passport Services	X	-134.00	-522.00
Check	3/30/2005	5573	Passport Services	X	-67.00	-589.00
Check	3/31/2005	5575	Passport Services	X	-67.00	-656.00
Check	3/31/2005	5576	Passport Services	X	-114.00	-770.00
Check	4/2/2005	5577	Passport Services	X	-127.00	-897.00
Check	4/2/2005	5579	Passport Services	X	-5.00	-902.00
Check	4/2/2005	5580	US Postmaster	X	-74.00	-976.00
Check	4/2/2005	5581	Passport Services	X	-112.00	-1,088.00
Check	4/2/2005	5578	Passport Services	X	-48.00	-1,136.00
Check	4/4/2005	5582	Passport Services	X	-67.00	-1,203.00
Check	4/6/2005	5583	Passport Services	X	-67.00	-1,270.00
Check	4/7/2005	5585	Passport Services	X	-67.00	-1,337.00
Check	4/7/2005	5584	Passport Services	X	-134.00	-1,471.00
Check	4/7/2005	5586	Passport Services	X	-140.65	-1,611.65
Check	4/8/2005	5587	Passport Services	X	-67.00	-1,678.65
Check	4/9/2005	5588	Passport Services	X	-67.00	-1,745.65
Check	4/9/2005	5591	Passport Services	X	-127.00	-1,872.65
Check	4/9/2005	5590	Passport Services	X	-52.00	-1,924.65
Check	4/9/2005	5589	Passport Services	X	-52.00	-1,976.65
Check	4/11/2005	5600	Passport Services	X	-127.00	-2,103.65
Check	4/11/2005	5598	Passport Services	X	-67.00	-2,170.65
Check	4/11/2005	5597	Passport Services	X	-127.00	-2,297.65
Check	4/11/2005	5596	Passport Services	X	-7.00	-2,304.65
Check	4/11/2005	5595	Passport Services	X	-67.00	-2,371.65
Check	4/11/2005	5594	Passport Services	X	-171.00	-2,542.65
Check	4/11/2005	5593	Passport Services	X	-67.00	-2,609.65
Check	4/11/2005	5592	Sam's Club	X	-69.42	-2,679.07
Check	4/11/2005	5599	See's Candy	X	-110.00	-2,789.07
Check	4/12/2005	5601	Passport Services	X	-67.00	-2,856.07
Check	4/13/2005	5604	Passport Services	X	-67.00	-2,923.07
Check	4/13/2005	5602	Passport Services	X	-67.00	-2,990.07
Check	4/13/2005	5603	Passport Services	X	-67.00	-3,057.07
Check	4/13/2005	5605	Passport Services	X	-134.00	-3,191.07
Check	4/14/2005	5613	Passport Services	X	-254.00	-3,445.07
Check	4/14/2005	5612	Passport Services	X	-67.00	-3,512.07
Check	4/14/2005	5611	Passport Services	X	-134.00	-3,646.07
Check	4/14/2005	5610	Passport Services	X	-52.00	-3,698.07
Check	4/14/2005	5608	Passport Services	X	-127.00	-3,825.07
Check	4/14/2005	5606	Passport Services	X	-52.00	-3,877.07
Check	4/14/2005	5607	Passport Services	X	-52.00	-3,929.07
Check	4/16/2005	5614	Passport Services	X	-67.00	-3,996.07
Check	4/16/2005	5615	Passport Services	X	-156.00	-4,152.07
Check	4/16/2005	5617	Passport Services	X	-127.00	-4,279.07
Check	4/16/2005	5618	Passport Services	X	-67.00	-4,346.07
Check	4/16/2005	5616	Passport Services	X	-67.00	-4,413.07
Check	4/17/2005	5619	Passport Services	X	-52.00	-4,465.07
Check	4/18/2005	5620	Passport Services	X	-366.00	-4,831.07
Check	4/18/2005	5621	Passport Services	X	-134.00	-4,965.07
Check	4/18/2005	5622	Passport Services	X	-67.00	-5,032.07
Check	4/19/2005	5623	Passport Services	X	-67.00	-5,099.07
Check	4/19/2005	5625	ABWA	X	-280.00	-5,379.07
Check	4/21/2005	5626	Passport Services	X	-67.00	-5,446.07
Check	4/21/2005	5627	Passport Services	X	-67.00	-5,513.07
Check	4/23/2005	5633	Passport Services	X	-67.00	-5,580.07
Check	4/23/2005	5632	Passport Services	X	-67.00	-5,647.07
Check	4/25/2005	5636	Passport Services	X	-127.00	-5,774.07
Check	4/25/2005	5634	Passport Services	X	-127.00	-5,901.07
Total Checks and Payments					-5,901.07	-5,901.07

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 04/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 22 Items						
Deposit	4/4/2005			X	67.00	67.00
Deposit	4/5/2005			X	67.00	134.00
Deposit	4/6/2005			X	67.00	201.00
Deposit	4/7/2005			X	140.65	341.65
Deposit	4/11/2005			X	67.00	408.65
Deposit	4/11/2005			X	134.00	542.65
Deposit	4/11/2005			X	151.00	693.65
Deposit	4/12/2005			X	321.20	1,014.85
Deposit	4/12/2005			X	1,228.65	2,243.50
Deposit	4/13/2005			X	52.00	2,295.50
Check	4/14/2005	5609	Passport Services	X	0.00	2,295.50
Deposit	4/14/2005			X	127.00	2,422.50
Deposit	4/19/2005			X	1,901.80	4,324.30
Deposit	4/19/2005			X	67.00	4,391.30
Check	4/19/2005	5624	ABWA	X	0.00	4,391.30
Deposit	4/20/2005			X	418.00	4,809.30
Deposit	4/26/2005			X	246.00	5,055.30
Deposit	4/26/2005			X	119.00	5,174.30
Deposit	4/26/2005			X	67.00	5,241.30
Deposit	4/27/2005			X	187.00	5,428.30
Deposit	4/28/2005			X	194.00	5,622.30
Check	5/5/2005	5656	Passport Services	X	0.00	5,622.30
Total Deposits and Credits					5,622.30	5,622.30
Total Cleared Transactions					-278.77	-278.77
Cleared Balance					-278.77	3,756.90
Uncleared Transactions						
Checks and Payments - 26 items						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	12/30/2004	5396	Frederick Henry Bur...		-13.35	-123.35
Check	4/23/2005	5628	Passport Services		-52.00	-175.35
Check	4/23/2005	5630	Passport Services		-67.00	-242.35
Check	4/23/2005	5629	Passport Services		-134.00	-376.35
Check	4/23/2005	5631	Passport Services		-67.00	-443.35
Check	4/25/2005	5635	Passport Services		-119.00	-562.35
Check	4/26/2005	5638	Passport Services		-67.00	-629.35
Check	4/26/2005	5639	Passport Services		-127.00	-756.35
Check	4/26/2005	5641	Passport Services		-112.00	-868.35
Check	4/26/2005	5640	Passport Services		-60.00	-928.35
Check	4/26/2005	5637	Passport Services		-186.00	-1,114.35
Check	4/27/2005	5642	Passport Services		-127.00	-1,241.35
Check	4/27/2005	5643	Passport Services		-127.00	-1,368.35
Check	4/28/2005	5644	Passport Services		-67.00	-1,435.35
Check	4/28/2005	5649	Passport Services		-127.00	-1,562.35
Check	4/28/2005	5648	Passport Services		-134.00	-1,696.35
Check	4/28/2005	5646	Passport Services		-67.00	-1,763.35
Check	4/28/2005	5645	Passport Services		-127.00	-1,890.35
Check	4/28/2005	5647	Passport Services		-52.00	-1,942.35
Check	4/30/2005	5651	Passport Services		-67.00	-2,009.35
Check	4/30/2005	5652	Passport Services		-134.00	-2,143.35
Check	4/30/2005	5653	Passport Services		-67.00	-2,210.35
Check	4/30/2005	5654	Passport Services		-67.00	-2,277.35
Check	4/30/2005	5655	Passport Services		-156.00	-2,433.35
Check	4/30/2005	5650	Passport Services		-67.00	-2,500.35
Total Checks and Payments					-2,500.35	-2,500.35
Total Uncleared Transactions					-2,500.35	-2,500.35
Register Balance as of 04/30/2005					-2,779.12	1,256.55

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 04/30/2005

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 18 items						
Check	5/5/2005	5658	Passport Services		-52.00	-52.00
Check	5/5/2005	5660	Passport Services		-67.00	-119.00
Check	5/5/2005	5659	Passport Services		-52.00	-171.00
Check	5/5/2005	5657	Passport Services		-52.00	-223.00
Check	5/7/2005	5666	Passport Services		-52.00	-275.00
Check	5/7/2005	5665	Passport Services		-134.00	-409.00
Check	5/7/2005	5661	Passport Services		-67.00	-476.00
Check	5/7/2005	5664	Passport Services		-127.00	-603.00
Check	5/7/2005	5663	Passport Services		-127.00	-730.00
Check	5/7/2005	5662	Passport Services		-171.00	-901.00
Check	5/9/2005	5668	Passport Services		-239.00	-1,140.00
Check	5/9/2005	5667	Passport Services		-127.00	-1,267.00
Check	5/10/2005	5670	Passport Services		-67.00	-1,334.00
Check	5/10/2005	5669	Passport Services		-104.00	-1,438.00
Check	5/10/2005	5671	Passport Services		-127.00	-1,565.00
Check	5/11/2005	5674	Passport Services		-127.00	-1,692.00
Check	5/11/2005	5673	Passport Services		-127.00	-1,819.00
Check	5/11/2005	5672	Passport Services		-119.00	-1,938.00
Total Checks and Payments					-1,938.00	-1,938.00
Deposits and Credits - 10 items						
Deposit	5/2/2005				134.00	134.00
Deposit	5/2/2005				67.00	201.00
Deposit	5/2/2005				253.00	454.00
Deposit	5/2/2005				134.00	588.00
Deposit	5/4/2005				2,061.00	2,649.00
Deposit	5/9/2005				104.00	2,753.00
Deposit	5/9/2005				186.00	2,939.00
Deposit	5/10/2005				104.00	3,043.00
Deposit	5/11/2005				4,000.00	7,043.00
Deposit	5/11/2005				246.00	7,289.00
Total Deposits and Credits					7,289.00	7,289.00
Total New Transactions					5,351.00	5,351.00
Ending Balance					2,571.88	6,607.55

*2,571.88
5/12/2005*

**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 04/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,122.42
Cleared Transactions						
Checks and Payments - 1 item						
Check	3/29/2005	1538	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 12 items						
Deposit	4/4/2005			X	19.94	19.94
Deposit	4/7/2005			X	30.00	49.94
Deposit	4/11/2005			X	70.00	119.94
Deposit	4/14/2005			X	30.00	149.94
Deposit	4/19/2005			X	19.94	169.88
Deposit	4/19/2005			X	30.00	199.88
Deposit	4/20/2005			X	140.00	339.88
Deposit	4/21/2005			X	35.00	374.88
Deposit	4/26/2005			X	65.00	439.88
Deposit	4/28/2005			X	30.00	469.88
Deposit	4/28/2005			X	175.00	644.88
Deposit	4/30/2005			X	2.71	647.59
Total Deposits and Credits					647.59	647.59
Total Cleared Transactions					492.07	492.07
Cleared Balance					492.07	6,614.49
Register Balance as of 04/30/2005					492.07	6,614.49
New Transactions						
Checks and Payments - 1 item						
Check	5/2/2005	1539	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 4 items						
Deposit	5/3/2005				19.94	19.94
Deposit	5/5/2005				30.00	49.94
Deposit	5/10/2005				35.00	84.94
Deposit	5/11/2005				35.00	119.94
Total Deposits and Credits					119.94	119.94
Total New Transactions					-35.58	-35.58
Ending Balance					456.49	6,578.91

*20 units
5/12/2005*

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Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 04/30/2005

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						13,976.50
Cleared Transactions						
Checks and Payments - 23 items						
Check	3/31/2005	5070	Julie Shook	X	-35.00	-35.00
Check	4/1/2005		Bank of the West	X	-340.59	-375.59
Check	4/4/2005		Bank of the West	X	-7.12	-382.71
Check	4/6/2005	5074	Rembrandt's Beauti...	X	-20.00	-402.71
Check	4/6/2005	5075	Rembrandt's Beauti...	X	-20.00	-422.71
Check	4/7/2005	5073	Von's	X	-46.17	-468.88
Check	4/7/2005	5072	Rockwells Bistro Ba...	X	-18.00	-486.88
Check	4/11/2005	5079	Placentia Library Di...	X	-1,228.65	-1,715.53
Check	4/11/2005	5080	Placentia Library G...	X	-5,865.77	-7,581.30
Check	4/13/2005	5081	Rembrandt's Beauti...	X	-20.00	-7,601.30
Check	4/14/2005	5085	Placentia Chamber ...	X	-30.00	-7,631.30
Check	4/14/2005	5083	Mark States	X	-200.00	-7,831.30
Check	4/16/2005	5084	Sam's Club	X	-23.72	-7,855.02
Check	4/18/2005	5086	Placentia Library Di...	X	-1,901.80	-9,756.82
Check	4/18/2005	5087	Radio Shack	X	-136.50	-9,893.32
Check	4/18/2005		Bank of the West	X	-34.63	-9,927.95
Check	4/19/2005	5089	Placentia Chamber ...	X	-240.00	-10,167.95
Check	4/19/2005	5090	ABWA	X	-315.00	-10,482.95
Check	4/19/2005	5088	ABWA	X	-105.00	-10,587.95
Check	4/20/2005	5091	Rembrandt's Beauti...	X	-20.00	-10,607.95
Check	4/21/2005	5093	Sam's Club	X	-14.80	-10,622.75
Check	4/26/2005	5096	Sam's Club	X	-47.26	-10,670.01
Check	4/27/2005	5099	Placentia Chamber ...	X	-30.00	-10,700.01
Total Checks and Payments					-10,700.01	-10,700.01
Deposits and Credits - 48 items						
Deposit	4/1/2005			X	83.65	83.65
Deposit	4/4/2005			X	41.76	125.41
Deposit	4/4/2005			X	536.00	661.41
Deposit	4/4/2005			X	1,928.91	2,590.32
Deposit	4/4/2005			X	310.00	2,900.32
Deposit	4/5/2005			X	90.00	2,990.32
Deposit	4/5/2005			X	80.00	3,070.32
Deposit	4/6/2005			X	58.29	3,128.61
Deposit	4/6/2005			X	90.00	3,218.61
Deposit	4/7/2005			X	336.00	3,554.61
Deposit	4/8/2005			X	182.00	3,736.61
Deposit	4/8/2005			X	30.00	3,766.61
Check	4/9/2005	5078	Sam's Club	X	0.00	3,766.61
Check	4/9/2005	5077	Mark States	X	0.00	3,766.61
Deposit	4/11/2005			X	412.20	4,178.81
Deposit	4/11/2005			X	404.55	4,583.36
Deposit	4/11/2005			X	29.14	4,612.50
Deposit	4/11/2005			X	38.86	4,651.36
Deposit	4/12/2005			X	144.40	4,795.76
Deposit	4/13/2005			X	186.80	4,982.56
Check	4/14/2005	5082	Placentia Chamber ...	X	0.00	4,982.56
Deposit	4/14/2005			X	909.40	5,891.96
Deposit	4/15/2005			X	815.00	6,706.96
Deposit	4/16/2005			X	687.40	7,394.36
Deposit	4/18/2005			X	165.15	7,559.51
Deposit	4/18/2005			X	156.20	7,715.71
Deposit	4/18/2005			X	407.00	8,122.71
Deposit	4/20/2005			X	30.00	8,152.71
Deposit	4/20/2005			X	150.00	8,302.71
Deposit	4/21/2005			X	37.91	8,340.62
Deposit	4/21/2005			X	30.00	8,370.62
Deposit	4/21/2005			X	103.00	8,473.62
Check	4/21/2005	5095	California Secretary...	X	0.00	8,473.62
Check	4/21/2005	5094	California Secretary...	X	0.00	8,473.62
Deposit	4/22/2005			X	60.00	8,533.62
Deposit	4/22/2005			X	208.00	8,741.62
Deposit	4/25/2005			X	80.00	8,821.62
Deposit	4/25/2005			X	149.27	8,970.89

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**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 04/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	4/25/2005			X	725.00	9,695.89
Deposit	4/26/2005			X	846.00	10,541.89
Check	4/26/2005	5098	Rembrandt's Beauti...	X	0.00	10,541.89
Check	4/26/2005	5097	Placentia Chamber ...	X	0.00	10,541.89
Deposit	4/27/2005			X	87.43	10,629.32
Deposit	4/27/2005			X	359.25	10,988.57
Deposit	4/28/2005			X	29.14	11,017.71
Deposit	4/28/2005			X	334.00	11,351.71
Deposit	4/29/2005			X	169.00	11,520.71
Deposit	4/29/2005			X	184.58	11,705.29
Total Deposits and Credits					11,705.29	11,705.29
Total Cleared Transactions					1,005.28	1,005.28
Cleared Balance					1,005.28	14,981.78
Uncleared Transactions						
Checks and Payments - 4 items						
Check	1/6/2005	5009	Postmaster		-37.00	-37.00
Check	3/22/2005	5062	ISDOC		-24.00	-61.00
Check	3/23/2005	5066	Planned Giving Rou...		-20.00	-81.00
Check	4/21/2005	5092	Smart & Final		-120.59	-201.59
Total Checks and Payments					-201.59	-201.59
Deposits and Credits - 1 item						
Deposit	3/16/2005				100.00	100.00
Total Deposits and Credits					100.00	100.00
Total Uncleared Transactions					-101.59	-101.59
Register Balance as of 04/30/2005					903.69	14,880.19
New Transactions						
Checks and Payments - 7 items						
Check	5/3/2005	5103	US Postmaster Pla...		-10.24	-10.24
Check	5/3/2005	5102	Placentia Library Di...		-2,061.00	-2,071.24
Check	5/3/2005	5100	Yesenia Gomez		-85.00	-2,156.24
Check	5/3/2005	5101	School of Continuin...		-85.00	-2,241.24
Check	5/11/2005	5105	California Secretary...		-40.00	-2,281.24
Check	5/11/2005	5104	Rembrandt's Beauti...		-20.00	-2,301.24
Check	5/11/2005	5106	California Secretary...		-40.00	-2,341.24
Total Checks and Payments					-2,341.24	-2,341.24
Deposits and Credits - 1 item						
Deposit	5/3/2005				276.75	276.75
Total Deposits and Credits					276.75	276.75
Total New Transactions					-2,064.49	-2,064.49
Ending Balance					-1,160.80	12,815.70

*Reconciled
5/12/2005*

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 04/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,829.24
Cleared Transactions						
Deposits and Credits - 45 Items						
Deposit	4/4/2005			X	724.50	724.50
Deposit	4/4/2005			X	505.25	1,229.75
Deposit	4/4/2005			X	90.00	1,319.75
Deposit	4/4/2005			X	716.05	2,035.80
Deposit	4/4/2005			X	720.00	2,755.80
Deposit	4/5/2005			X	725.75	3,481.55
Deposit	4/6/2005			X	80.00	3,561.55
Deposit	4/6/2005			X	840.40	4,401.95
Deposit	4/7/2005			X	842.85	5,244.80
Deposit	4/11/2005			X	1,130.45	6,375.25
Deposit	4/11/2005			X	1,503.50	7,878.75
Deposit	4/11/2005			X	337.70	8,216.45
Deposit	4/11/2005			X	540.00	8,756.45
Deposit	4/12/2005			X	686.80	9,443.25
Deposit	4/12/2005			X	673.65	10,116.90
Deposit	4/12/2005			X	5,865.77	15,982.67
Deposit	4/13/2005			X	936.60	16,919.27
Deposit	4/14/2005			X	420.00	17,339.27
Deposit	4/14/2005			X	546.80	17,886.07
Deposit	4/19/2005			X	690.00	18,576.07
Deposit	4/19/2005			X	440.00	19,016.07
Deposit	4/19/2005			X	1,170.00	20,186.07
Deposit	4/19/2005			X	480.00	20,666.07
Deposit	4/19/2005			X	569.20	21,235.27
Deposit	4/19/2005			X	556.00	21,791.27
Deposit	4/19/2005			X	340.60	22,131.87
Deposit	4/20/2005			X	635.00	22,766.87
Deposit	4/20/2005			X	759.50	23,526.37
Deposit	4/20/2005			X	585.40	24,111.77
Deposit	4/26/2005			X	390.00	24,501.77
Deposit	4/26/2005			X	102.79	24,604.56
Deposit	4/26/2005			X	1,174.00	25,778.56
Deposit	4/26/2005			X	54.85	25,833.41
Deposit	4/26/2005			X	1,074.00	26,907.41
Deposit	4/26/2005			X	540.00	27,447.41
Deposit	4/26/2005			X	628.30	28,075.71
Deposit	4/26/2005			X	219.54	28,295.25
Deposit	4/26/2005			X	1,110.00	29,405.25
Deposit	4/26/2005			X	190.00	29,595.25
Deposit	4/26/2005			X	780.00	30,375.25
Deposit	4/26/2005			X	105.40	30,480.65
Deposit	4/27/2005			X	1,108.45	31,589.10
Deposit	4/27/2005			X	4,719.73	36,308.83
Deposit	4/28/2005			X	1,241.85	37,550.68
Deposit	4/30/2005			X	19.99	37,570.67
Total Deposits and Credits					<u>37,570.67</u>	<u>37,570.67</u>
Total Cleared Transactions					<u>37,570.67</u>	<u>37,570.67</u>
Cleared Balance					37,570.67	62,399.91
Uncleared Transactions						
Checks and Payments - 2 Items						
Check	4/1/2005		Bank of the West		-64.00	-64.00
Check	4/21/2005	1250	Orange County Aud...		-47,117.41	-47,181.41
Total Checks and Payments					<u>-47,181.41</u>	<u>-47,181.41</u>
Total Uncleared Transactions					<u>-47,181.41</u>	<u>-47,181.41</u>
Register Balance as of 04/30/2005					-9,610.74	15,218.50

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**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 04/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 2 items						
Check	5/3/2005		Bank of the West		-40.00	-40.00
Check	5/3/2005		Bank of the West		-4.00	-44.00
Total Checks and Payments					-44.00	-44.00
Deposits and Credits - 20 items						
Deposit	5/2/2005				757.70	757.70
Deposit	5/2/2005				540.00	1,297.70
Deposit	5/2/2005				1,002.00	2,299.70
Deposit	5/2/2005				785.75	3,085.45
Deposit	5/2/2005				929.95	4,015.40
Deposit	5/3/2005				820.00	4,835.40
Deposit	5/3/2005				620.00	5,455.40
Deposit	5/3/2005				485.40	5,940.80
Deposit	5/4/2005				783.42	6,724.22
Deposit	5/4/2005				640.00	7,364.22
Deposit	5/5/2005				1,180.95	8,545.17
Deposit	5/9/2005				303.00	8,848.17
Deposit	5/9/2005				646.45	9,494.62
Deposit	5/9/2005				560.00	10,054.62
Deposit	5/9/2005				1,044.00	11,098.62
Deposit	5/9/2005				461.85	11,560.47
Deposit	5/10/2005				776.95	12,337.42
Deposit	5/11/2005				781.30	13,118.72
Deposit	5/11/2005				145.04	13,263.76
Deposit	5/11/2005				2.13	13,265.89
Total Deposits and Credits					13,265.89	13,265.89
Total New Transactions					13,221.89	13,221.89
Ending Balance					3,611.15	28,440.39

*Edmund
5/12/2005*

Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 04/30/2005

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,779.70
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	4/30/2005			X	4.30	4.30
Total Deposits and Credits					<u>4.30</u>	<u>4.30</u>
Total Cleared Transactions					<u>4.30</u>	<u>4.30</u>
Cleared Balance					<u>4.30</u>	<u>9,784.00</u>
Register Balance as of 04/30/2005					4.30	9,784.00
New Transactions						
Deposits and Credits - 1 Item						
Deposit	5/11/2005				1,000.00	1,000.00
Total Deposits and Credits					<u>1,000.00</u>	<u>1,000.00</u>
Total New Transactions					<u>1,000.00</u>	<u>1,000.00</u>
Ending Balance					<u><u>1,004.30</u></u>	<u><u>10,784.00</u></u>

*2005
5/12/2005*

Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 04/30/2005

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,801.21
Cleared Transactions						
Checks and Payments - 61 Items						
Check	3/23/2005	5030	Esther P. Guzman	X	-218.16	-218.16
Check	3/23/2005	5044	Mauricio Rojas	X	-218.09	-436.25
Check	3/23/2005	5052	Angelica Alatorre	X	-221.75	-658.00
Check	3/23/2005	5054	Shannon Ford	X	-250.14	-908.14
Check	3/23/2005	5056	Angie-An Mai	X	-264.87	-1,173.01
Check	3/23/2005	5057	Melissa Manzanarez	X	-119.93	-1,292.94
Check	3/23/2005	5058	Christina Perez	X	-49.28	-1,342.22
Check	3/23/2005	5025	Gail Erwin	X	-126.35	-1,468.57
Check	3/23/2005	2052	Tax Deferred Servic...	X	-1,452.30	-2,920.87
Check	3/23/2005	5065	Nationwide Retirem...	X	-973.07	-3,893.94
Check	3/23/2005	5062	Sothavy Ton	X	-147.84	-4,041.78
Check	3/23/2005	5059	Melissa Porter	X	-159.68	-4,201.46
Check	4/6/2005	5100	Melissa Manzanarez	X	-43.12	-4,244.58
Check	4/6/2005	5101	Christina Perez	X	-49.28	-4,293.86
Check	4/6/2005	5102	Melissa Porter	X	-142.56	-4,436.42
Check	4/6/2005	5103	Hilda Rivera	X	-397.21	-4,833.63
Check	4/6/2005	5104	Hoang Ton	X	-345.44	-5,179.07
Check	4/6/2005	5105	Sothavy Ton	X	-153.99	-5,333.06
Check	4/6/2005	5106	Orange County Aud...	X	-354.29	-5,687.35
Check	4/6/2005	5107	Placentia Library Di...	X	-19.94	-5,707.29
Check	4/6/2005	5108	Nationwide Retirem...	X	-973.07	-6,680.36
Check	4/6/2005	5109	Tax Deferred Servic...	X	-1,452.30	-8,132.66
Check	4/6/2005	5099	Angie-An Mai	X	-264.87	-8,397.53
Check	4/6/2005	5098	Kamala Connors	X	-61.59	-8,459.12
Check	4/6/2005	5097	Angelica Alatorre	X	-221.75	-8,680.87
Check	4/6/2005	5089	Lena Rodriguez	X	-110.25	-8,791.12
Check	4/6/2005	5086	Beatrice V. Quintanar	X	-188.70	-8,979.82
Check	4/6/2005	5080	Terrie Loewer	X	-63.78	-9,043.60
Check	4/6/2005	5078	Alexander Hernandez	X	-401.74	-9,445.34
Check	4/6/2005	5077	Joyce G. Hampton	X	-258.93	-9,704.27
Check	4/6/2005	5076	Esther P. Guzman	X	-218.16	-9,922.43
Check	4/6/2005	5072	Gail Erwin	X	-127.83	-10,050.26
Check	4/6/2005	5070	Joy Di Loreto	X	-327.19	-10,377.45
Check	4/6/2005	5069	Dorothy J. Cummings	X	-130.67	-10,508.12
Check	4/6/2005		Paychex	X	-18,390.02	-28,898.14
Check	4/6/2005		Paychex	X	-8,635.69	-37,533.83
Check	4/6/2005	2053	Joyce G. Hampton	X	-336.95	-37,870.78
Check	4/6/2005	5067	Lynn Baden	X	-63.27	-37,934.05
Check	4/6/2005	5068	Gary Bell	X	-1,412.46	-39,346.51
Check	4/20/2005	5149	Sothavy Ton	X	-172.47	-39,518.98
Check	4/20/2005	5148	Hilda Rivera	X	-243.26	-39,762.24
Check	4/20/2005	5147	Melissa Porter	X	-136.86	-39,899.10
Check	4/20/2005	5150	Orange County Aud...	X	-354.29	-40,253.39
Check	4/20/2005	5144	Angie-An Mai	X	-267.95	-40,521.34
Check	4/20/2005	5143	Ryan Lighthill	X	-457.64	-40,978.98
Check	4/20/2005	5142	Shannon Ford	X	-309.76	-41,288.74
Check	4/20/2005	5141	Kamala Connors	X	-163.34	-41,452.08
Check	4/20/2005	5140	Angelica Alatorre	X	-221.75	-41,673.83
Check	4/20/2005	5133	Robert Ross	X	-134.98	-41,808.81
Check	4/20/2005	5132	Mauricio Rojas	X	-67.49	-41,876.30
Check	4/20/2005	5131	Lena Rodriguez	X	-110.25	-41,986.55
Check	4/20/2005	5120	Alexander Hernandez	X	-354.99	-42,341.54
Check	4/20/2005	5119	Esther P. Guzman	X	-218.16	-42,559.70
Check	4/20/2005	5114	Gail Erwin	X	-107.16	-42,666.86
Check	4/20/2005	5112	Dorothy J. Cummings	X	-182.25	-42,849.11
Check	4/20/2005	5111	Gary Bell	X	-1,412.46	-44,261.57
Check	4/20/2005		Paychex	X	-8,824.45	-53,086.02
Check	4/20/2005		Paychex	X	-18,988.42	-72,074.44
Check	4/20/2005	5152	Nationwide Retirem...	X	-723.07	-72,797.51
Check	4/20/2005	5153	Tax Deferred Servic...	X	-1,602.30	-74,399.81
Check	4/20/2005	5151	Placentia Library Di...	X	-19.94	-74,419.75
Total Checks and Payments					-74,419.75	-74,419.75

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Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 04/30/2005

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 5 Items						
Check	11/3/2004	4562	Diane Eddington	X	0.00	0.00
Check	12/27/2004		Wells Fargo Bank	X	0.00	0.00
Check	2/3/2005		Wells Fargo Bank	X	0.00	0.00
Deposit	4/4/2005			X	35,276.03	35,276.03
Deposit	4/13/2005			X	35,276.03	70,552.06
Total Deposits and Credits					<u>70,552.06</u>	<u>70,552.06</u>
Total Cleared Transactions					<u>-3,867.69</u>	<u>-3,867.69</u>
Cleared Balance					-3,867.69	8,933.52
Uncleared Transactions						
Checks and Payments - 4 items						
Check	11/17/2004	4644	Hubert Chim		-95.24	-95.24
Check	4/20/2005	5146	Christina Perez		-98.07	-193.31
Check	4/20/2005	5145	Melissa Manzanarez		-152.49	-345.80
Check	4/20/2005	5110	Lynn Baden		-63.27	-409.07
Total Checks and Payments					<u>-409.07</u>	<u>-409.07</u>
Deposits and Credits - 1 Item						
Deposit	4/27/2005				33,880.40	33,880.40
Total Deposits and Credits					<u>33,880.40</u>	<u>33,880.40</u>
Total Uncleared Transactions					<u>33,471.33</u>	<u>33,471.33</u>
Register Balance as of 04/30/2005					29,603.64	42,404.85
New Transactions						
Checks and Payments - 24 Items						
Check	5/4/2005		Paychex		-16,609.33	-16,609.33
Check	5/4/2005		Paychex		-8,875.50	-25,484.83
Check	5/4/2005	2054	Wendy G. Goodson		-1,507.90	-26,992.73
Check	5/4/2005	2055	Beatrice V. Quintanar		-935.47	-27,928.20
Check	5/4/2005	5154	Lynn Baden		-67.49	-27,995.69
Check	5/4/2005	5155	Gary Bell		-1,412.46	-29,408.15
Check	5/4/2005	5157	Gail Erwin		-266.85	-29,675.00
Check	5/4/2005	5162	Esther P. Guzman		-218.16	-29,893.16
Check	5/4/2005	5163	Alexander Hernandez		-388.43	-30,281.59
Check	5/4/2005	5176	Lena Rodriguez		-110.25	-30,391.84
Check	5/4/2005	5177	Mauricio Rojas		-134.98	-30,526.82
Check	5/4/2005	5186	Angelica Alatorre		-221.75	-30,748.57
Check	5/4/2005	5187	Kamala Connors		-174.19	-30,922.76
Check	5/4/2005	5188	Shannon Ford		-282.70	-31,205.46
Check	5/4/2005	5189	Ryan Lighthill		-457.64	-31,663.10
Check	5/4/2005	5190	Angie-An Mai		-286.43	-31,949.53
Check	5/4/2005	5191	Melissa Manzanarez		-179.62	-32,129.15
Check	5/4/2005	5192	Melissa Porter		-165.39	-32,294.54
Check	5/4/2005	5193	Hilda Rivera		-421.16	-32,715.70
Check	5/4/2005	5194	Sothavy Ton		-110.88	-32,826.58
Check	5/4/2005	5195	Orange County Aud...		-354.29	-33,180.87
Check	5/4/2005	5196	Placentia Library Di...		-19.94	-33,200.81
Check	5/4/2005	5197	Nationwide Retirem...		-723.07	-33,923.88
Check	5/4/2005	5198	Tax Deferred Servic...		-1,602.30	-35,526.18
Total Checks and Payments					<u>-35,526.18</u>	<u>-35,526.18</u>
Total New Transactions					<u>-35,526.18</u>	<u>-35,526.18</u>
Ending Balance					<u><u>-5,922.54</u></u>	<u><u>6,878.67</u></u>

EDM
5/12/2005

ACQUISITIONS REPORT FOR THE MONTH OF APRIL 2005
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	2,416.03	133	0.00	0	2,416.03	133	245.55	11	2,661.58	144
Adult Circulating Non-Fiction	5,034.51	198	13.52	1	5,048.03	199	73.90	3	5,121.93	202
Adult Reference	1,193.27	21	0.00	0	1,193.27	21	0.00	0	1,193.27	21
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	2,975.00	4	0.00	0	2,975.00	4	0.00	0	2,975.00	4
Total Adult Non-Fiction	9,202.78	223	13.52	1	9,216.30	224	73.90	3	9,290.20	227
TOTAL ADULT PRINT MATERIALS	11,618.81	356	13.52	1	11,632.33	357	319.45	14	11,951.78	371
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	2,277.07	31	0.00	0	2,277.07	31	0.00	0	2,277.07	31
Total Adult Audio	2,277.07	31	0.00	0	2,277.07	31	0.00	0	2,277.07	31
Adult Video Educational	1,220.51	64	0.00	0	1,220.51	64	0.00	0	1,220.51	64
Adult Video Entertainment	1,493.24	85	0.00	0	1,493.24	85	0.00	0	1,493.24	85
Total Adult Video	2,713.75	149	0.00	0	2,713.75	149	0.00	0	2,713.75	149
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	4,990.82	180	0.00	0	4,990.82	180	0.00	0	4,990.82	180
TOTAL ADULT MATERIALS	16,609.63	536	13.52	1	16,623.15	537	319.45	14	16,942.60	551
Juvenile Fiction	230.00	18	0.00	0	230.00	18	0.00	0	230.00	18
Juvenile Circulating Non-Fiction	1,235.87	120	0.00	0	1,235.87	120	0.00	0	1,235.87	120
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	151.86	1	0.00	0	151.86	1	0.00	0	151.86	1
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	1,387.73	121	0.00	0	1,387.73	121	0.00	0	1,387.73	121
TOTAL JUVENILE PRINT MATERIALS	1,617.73	139	0.00	0	1,617.73	139	0.00	0	1,617.73	139
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	443.69	31	0.00	0	443.69	31	0.00	0	443.69	31
Juvenile Video Entertainment	1,314.03	97	0.00	0	1,314.03	97	0.00	0	1,314.03	97
Total Juvenile Video	1,757.72	128	0.00	0	1,757.72	128	0.00	0	1,757.72	128
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	1,757.72	128	0.00	0	1,757.72	128	0.00	0	1,757.72	128
TOTAL JUVENILE MATERIALS	3,375.45	267	0.00	0	3,375.45	267	0.00	0	3,375.45	267
Total Fiction	2,646.03	151	0.00	0	2,646.03	151	245.55	11	2,891.58	162
Total Non-Fiction	10,590.51	344	13.52	1	10,604.03	345	73.90	3	10,677.93	348
Total Audio	2,277.07	31	0.00	0	2,277.07	31	0.00	0	2,277.07	31
Total Video	4,471.47	277	0.00	0	4,471.47	277	0.00	0	4,471.47	277
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	19,985.08	803	13.52	1	19,998.60	804	319.45	14	20,318.05	818

OUTSTANDING ORDERS AS OF April 30, 2005

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
\$12,839.15	\$156.31	\$12,995.46

ACQUISITIONS REPORT FOR FISCAL YEAR 2004-2005 THROUGH THE MONTH OF APRIL 2005
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	14,125.07	990	848	3,291.35	267	177	17,416.42	1,257	1,025	2,473.02	109	109	19,889.44	1,366	1,134
Adult Circulating Non-Fiction	26,638.34	1,203	1,177	1,541.05	99	90	28,179.39	1,302	1,267	2,955.48	121	119	31,134.87	1,423	1,386
Adult Reference	15,696.11	236	107	676.79	9	8	16,372.90	245	115	722.30	19	18	17,095.20	264	133
Adult Print Continuations	16,953.52	315	310	0.00	0	0	16,953.52	310	310	0.00	0	0	16,953.52	315	310
Adult Electronic Continuations	28,785.12	87	85	0.00	0	0	28,785.12	87	85	0.00	0	0	28,785.12	87	85
Total Adult Non-Fiction	88,073.09	1,841	1,679	2,217.84	108	98	90,290.93	1,949	1,777	3,677.78	140	137	93,968.71	2,089	1,914
TOTAL ADULT PRINT MATERIALS	102,198.16	2,831	2,831	5,509.19	375	275	#####	3,206	2,802	6,150.80	249	246	113,858.15	3,455	3,048
Adult Audio/Music	37.12	2	2	0.00	0	0	37.12	2	2	160.00	10	10	197.12	12	12
Adult Audio Books	10,497.84	195	190	2,043.81	33	33	12,541.65	228	223	183.98	3	3	12,725.63	231	226
Total Adult Audio	10,534.96	197	192	2,043.81	33	33	12,578.77	230	225	343.98	13	13	12,922.75	243	238
Adult Video Educational	2,296.97	125	82	4,988.49	216	170	7,285.46	341	252	89.95	5	5	7,375.41	346	257
Adult Video Entertainment	4,200.34	244	157	0.00	0	0	4,200.34	244	157	1,676.99	85	85	5,877.33	329	242
Total Adult Video	6,497.31	369	239	4,988.49	216	170	11,485.80	585	409	1,766.94	90	90	13,252.74	675	499
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	17,032.27	566	431	7,032.30	249	203	24,064.57	815	634	2,110.92	103	103	26,175.49	918	737
TOTAL ADULT MATERIALS	119,230.43	3,397	3,262	12,541.49	624	478	131,771.92	4,021	3,436	8,261.72	352	349	140,033.64	4,373	3,785
Juvenile Fiction	3,024.52	315	233	2,014.46	180	155	5,038.98	495	388	482.73	76	76	5,521.71	571	464
Juvenile Circulating Non-Fiction	11,459.78	180	159	265.73	17	15	11,725.51	197	174	54.90	3	3	11,780.41	200	177
Juvenile Reference	276.43	7	2	0.00	0	0	276.43	7	2	0.00	0	0	276.43	7	2
Juvenile Print Continuations	1,783.18	22	12	146.61	1	1	1,929.79	23	13	0.00	0	0	1,929.79	23	13
Juvenile Electronic Continuations	399.00	1	1	0.00	0	0	399.00	1	1	0.00	0	0	399.00	1	1
Total Juvenile Non-Fiction	13,918.39	210	174	412.34	18	16	14,330.73	228	190	54.90	3	3	14,385.63	231	193
TOTAL JUVENILE PRINT MATERIALS	16,942.91	525	407	2,426.80	198	171	19,369.71	723	578	537.63	79	79	19,907.34	802	657
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	2,872.32	48	4	0.00	0	0	2,872.32	48	4	96.00	2	2	2,968.32	50	6
Total Juvenile Audio	2,872.32	48	4	0.00	0	0	2,872.32	48	4	96.00	2	2	2,968.32	50	6
Juvenile Video Educational	443.69	31	31	0.00	0	0	443.69	31	31	608.85	35	35	1,052.54	66	66
Juvenile Video Entertainment	1,314.03	97	97	0.00	0	0	1,314.03	97	97	1,435.00	72	69	2,749.03	169	166
Total Juvenile Video	1,757.72	128	128	0.00	0	0	1,757.72	128	128	2,043.85	107	104	3,801.57	235	232
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	4,630.04	176	132	0.00	0	0	4,630.04	176	132	2,139.85	109	106	6,769.89	285	238
TOTAL JUVENILE MATERIALS	21,572.95	701	539	2,426.80	198	171	23,999.75	899	710	2,677.48	188	185	26,677.23	1,087	895
Total Fiction	17,149.59	1,305	1,081	5,305.81	447	332	22,455.40	1,752	1,413	2,955.75	185	185	25,411.15	1,937	1,598
Total Non-Fiction	101,991.48	2,051	1,853	2,630.18	126	114	104,621.66	2,177	1,967	3,732.68	143	140	108,354.34	2,320	2,107
Total Audio	13,407.28	245	196	2,043.81	33	33	15,451.09	278	229	439.98	15	15	15,891.07	293	244
Total Video	8,255.03	497	367	4,988.49	216	170	13,243.52	713	537	3,810.79	197	194	17,054.31	910	731
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	140,803.38	4,098	3,497	14,968.29	822	649	155,771.67	4,920	4,146	10,939.20	540	534	166,710.87	5,460	4,680

Entrepenurial Activities Report
 Revenue Summary
 April-05

	Apr-05	Apr-04	YTD 2004/05	YTD 2003/04
Passport	28,303.39	22,165.64	148,785.72	143,812.90
Passport Photos	1,980.00	0.00	6,380.00	0.00
Notary Public	0.00	0.00	0.00	0.00
Total	30,283.39	22,165.64	155,165.72	143,812.90

Prepared by: Wendy Goodson

Summary of Current Status of Unique Management Accounts
May 23, 2005

Agenda Item 17

FY 04-05	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	655	4	743.99	0
August	4	667	6	718.98	0
September	18	675	3	616.88	0
October	8	683	7	842.49	0
November	10	690	3	432.85	0
December	16	697	4	523.01	0
January	17	707	6	757.4	0
February	11	724	7	1055.3	0
March	16	733	5	676.13	0
April	16	745	6	1,121.38	0
May	0	0	0	0	0
June	0	0	0	0.00	0
TOTAL YTD	132	6976	51	7488.41	0

UNIQUE MANAGEMENT SERVICES, INC.

ED: 04/30/2005 4:08 PM TC

SUMMARY STATUS REPORT

PAGE: 129

MS JULIE SHOOK
PLACENTIA LIBRARY DISTRICT
411 EAST CHAPMAN AVENUE
PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 04/30/2005

Accounts Submitted	: 1,135	Dollars Submitted	: 105,050.35	Dollars Received	: 40,443.89
Encumbrances	: 9	Dollars in Bankruptcy	: 811.13	Material Returned	: 13,030.23
Incorrect Addresses	: 140	Dollars in Skips	: 8,663.78	Dollars Waived	: 2,514.88
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 71,233.13
Accounts in Process	: 985	Dollars in Process	: 92,464.49	% of Dollars Activated	: 77.04%
# of Accounts Activated	: 745				
% of Accounts Activated	: 75.63%				



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: May 23, 2005
SUBJECT: GIFT REPORT

The following gifts were received from April 1, 2005 through April 30, 2005.

GENERAL FUND DONATIONS

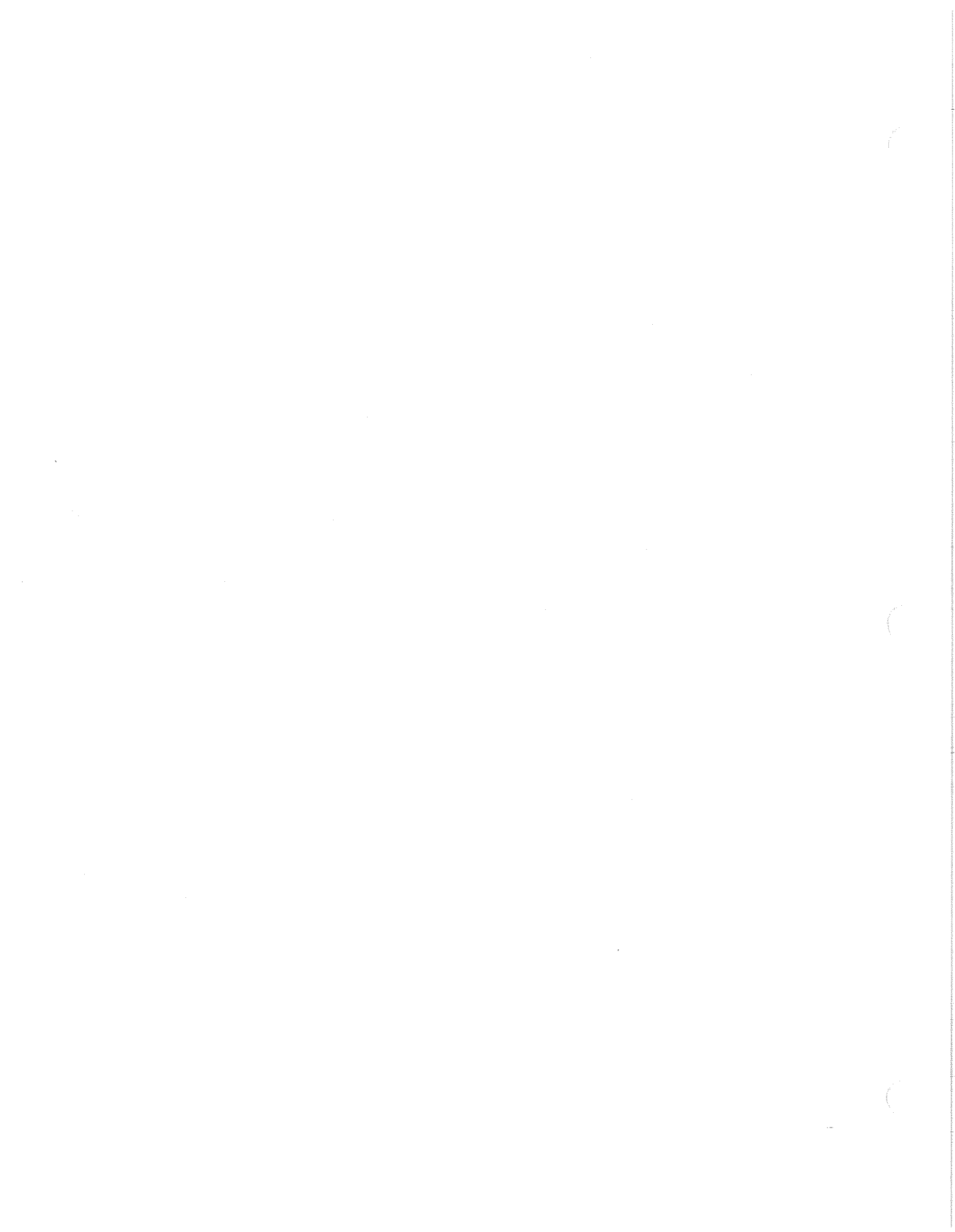
Carol Ann Yamate

TOTAL DONATIONS:

\$200.00

TOTAL ALL DONATIONS **\$200.00**

Prepared By: Wendy Goodson



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Building Maintenance Report for April 2005**
DATE: May 23, 2005

HVAC: 4/27/05 -Repaired blown fuses at unit. Lowered set point in Meeting Rm.

Plumbing: 4/12/05 - Cleared and cleaned up drain in Boys Restroom.

Electrical: 4/22/05 - Relamped staff lounge and Children's Dept.

Carpet Cleaners: 4/29/05 – Cleaned Meeting Room carpet.

General Contractor: No service calls in April.

Locksmith: No service calls in April.

Telephone: No service calls in April.

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Personnel Report for April 2005
DATE: May 23, 2005

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None


WORKERS' COMPENSATION LEAVE:

None

Prepared by: Wendy Goodson



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

SUBJECT: Volunteer Report for Month of April 2005

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY04/05 Apr	FY04/05 YTD	Starting	Cumulative
Andrade, Linda	8.00	93.00	Sep-95	940.00
Backes, Theresa	3.00	58.50	Jun-98	471.25
Barnett, Joan	0.00	8.00	Oct-04	8.00
Bart, Lillian	8.00	64.00	May-01	457.50
Bass, Donna	6.00	11.00	Jul-05	13.00
Benner, Brenda	2.00	15.50	Jul-04	15.50
Blansett, Nadine	16.00	238.75	Mar-03	479.50
Boelman, Marge	3.00	22.25	Apr-01	198.25
Botha, Jill	0.00	2.00	Nov-01	66.00
Britton, JoAnn	4.00	54.00	Jul-04	54.00
Byrne, Joyce	8.00	64.00	Apr-04	69.00
Cassidy, Deane	0.00	0.00	May-04	2.00
Clugston, Patricia	6.25	82.50	Jun-98	648.75
Davis, Sandy	8.00	90.00	Jul-03	191.00
Dell, Lyla	0.00	69.50	Aug-98	309.00
Farkas, Theodore	2.00	113.00	?	118.00
Fioroni, Pete	8.00	80.00	Mar-97	398.00
Fisher, Jack	0.00	6.75	Apr-04	12.25
Fisher, Lora	0.00	1.25	Aug-04	1.25
Fitzgerald, Joan	12.00	90.00	Oct-93	2,269.75
Fizzard, Carol	2.00	2.00	Apr-05	2.00
Frazee, Kathy	0.00	0.00	Jul-02	7.00
Godwin, Nita	8.25	90.75	Feb-96	465.00
Haagen, John	7.75	25.00	Jan-00	128.25
Hathaway, Eugenia	4.00	36.00	Nov-03	64.00
Hemmerling, Barbara	15.00	130.00	Sep-95	863.00
Henderson, Jan	0.00	2.00	Oct-03	11.00
Himes, Camille	2.00	110.00	Jul-03	116.00
Horrocks, Marjorie	2.00	38.00	Oct-95	330.00
Irot, Pat	41.00	318.50	Feb-96	3,916.50
Jertberg, Pat	12.00	93.25	Apr-98	2,063.50
Lee, Wilma	0.00	6.25	Feb-04	13.25
Loewer, Terrie	27.50	109.50	Jun-04	114.00
Lone-Tollefson, Nancy	15.50	305.25	Jan. 03	610.00
Lord, Audrey	0.00	0.00	Jul-00	390.75
Marchant, Liz	2.00	11.00	Feb-05	11.00
Minter, Fred	4.00	13.00	Dec-05	13.00
Minter, Peggy	0.00	12.00	Dec-05	12.00
Mitchell, Bill	8.00	12.00	Mar-05	12.00
Myers, Claire	7.50	102.00	Oct-95	1,426.50
Nakamura, Nobu	4.00	58.50	Sep-04	58.50
Olsen, Susan	19.50	19.50	Apr-05	19.50
Olson, Bob	4.00	38.00	Sep-95	536.00
Pence, Carol	0.00	0.00	Mar-04	3.00
Pence, Thomas	0.00	0.00	Jan-99	301.50
Petrella, Susan	6.00	6.00	Apr-05	6.00
Rankin, Eleanore	13.00	178.00	May-02	766.50
Rodriguez, Carmen	8.00	76.00	Feb-00	359.50
Salem, Rose	6.00	72.00	Oct-00	373.75
Sanatar, Ginny	6.00	114.00	Mar-02	231.50
Sandoval, Gerry	2.00	66.00	Aug-02	238.00
Schafer, Ruth	8.00	66.00	Jun-04	74.00
Schlichter, Allan	9.00	36.50	Oct-93	919.00
Schmidt, Marie	6.00	109.00	Apr-98	772.75
Scott, Linda	0.00	0.00	Jul-03	18.50
Scott, Renee	0.00	9.00	Dec-05	9.00
Segovia, Inez	10.00	106.00	Jun-03	227.50
Shaw, Dixie	2.00	11.00	May-94	228.50
Silverman, Pat	8.00	84.00	Jul-03	186.00
Stoller, Frances	0.00	9.00	Dec-05	9.00
Thum, Margo	20.00	142.00	Nov-03	204.00
Tollefson, Gerry	6.00	12.50	Jul-03	50.00
Tooley, Marita	0.00	2.00	Jan-05	2.00
Tramison, Betty	0.00	8.50	Aug-04	8.50
Walker, Jim	0.00	0.00	Nov-03	1.50

Walker, Virginia	0.00	10.00	Mar-99	60.00
Walcek, John	0.00	0.00	Dec-04	6.00
Williams, Ben	0.00	2.00	Jan-05	2.00
Wymer, Betty	10.00	90.00	Jan-96	1,127.50
Zamora, Mary	0.00	0.00	Jan-04	8.50
TOTAL	400.25	3906.00		24,098.75

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY04/05	FY04/05	Cumulative		FY04/05	FY04/05	Cumulative
	Apr	YTD			Apr	YTD	
Aakash, Misty	0.00	15.50	15.50	Lee, Kenneth	0.00	48.00	57.25
Alvarado, Catalina	0.00	3.25	3.25	Lopez, Abraham	31.00	31.00	31.00
Barlow, Stacey	0.00	4.50	4.50	Martinez, Chris	0.00	26.25	40.00
Becker, Alyssa	0.00	8.25	9.25	Ngo, Kathy	0.00	31.75	31.75
Beshay, Andrew	0.00	11.00	11.00	Nguyen, Kevin	0.00	18.25	18.25
Bhattacharya, Ankur	0.00	23.00	46.50	Nguyen, Mary	15.00	15.00	15.00
Bishtawi, Stephen	6.00	26.00	42.00	Ning Zing, Dan	0.00	9.00	9.00
Bianco, Justin	0.00	4.00	36.50	Ong, Cindy	0.00	9.00	9.00
Blaine, Ami	0.00	4.00	14.00	Pestoor, Jaclyn	0.00	8.50	16.50
Blehm, Nathan	0.00	10.50	10.50	Peters, Lezi	0.00	20.75	30.25
Boden, Emily	0.00	24.25	28.25	Peters, Tim	0.00	18.25	27.75
Born, Ashley	0.00	6.25	24.25	Piol, Nick	0.00	8.00	48.00
Cerpa, Lizbeth	0.00	4.50	4.50	Rivera, Ruben	0.00	35.00	40.00
Cha, Sally	0.00	22.00	22.00	Rodriguez, Jose	0.00	34.00	34.00
Chao, Rebecca	0.00	44.50	55.50	Runyan, Nicole	0.00	7.00	7.00
Chau, Thomas	0.00	40.00	40.00	Ryang, Michelle	0.00	13.25	30.50
Choi, Eric	0.00	34.00	34.00	Salvary, Vanessa	0.00	5.00	5.00
Chen, Shaw-Ming	0.00	11.50	11.50	Samani, Zarfeen	15.00	15.00	15.00
Chun, Andrea	8.00	74.25	143.00	Servin, Everacquel	27.00	27.00	27.00
Cobos, Patrick	15.00	15.00	21.50	Sevilla, Martin	0.00	31.00	31.00
De La Cruz, Natalie	0.00	40.00	40.00	Sharp, Kristina	0.00	16.25	28.25
Dita, Alex	0.00	30.50	30.50	Shaw, Vishwa	0.00	4.50	4.50
Downs, Chantal	2.00	19.00	19.00	Soetijoso, Agnes	10.00	92.00	92.00
Drake, Catherine	0.00	7.00	7.00	Suh, Stacy	12.00	80.25	110.75
Erbacher, Matt	0.00	5.00	5.00	Syed, Kiren	0.00	20.75	46.25
Esquivel, Gilberto	0.00	28.00	41.00	Tan, Hannah	0.00	1.00	44.00
Fazil, Abraham	17.00	17.00	17.00	Tasnim, Sara	0.00	14.00	20.25
Flores, Rafael	15.00	15.00	15.00	Tat, Trung	0.00	38.50	112.25
Florez, Stephanie	0.00	2.75	5.75	Thibault, Peter	0.00	8.50	10.50
Ford, Chris	0.00	36.00	90.25	Thibault, Timothy	0.00	10.50	14.50
Francis, Lucy	0.00	11.00	11.00	Thornley, Mikayla	0.00	2.00	2.00
Ganapathiraju, Satyajit	17.00	17.00	17.00	Titus, Tanya	0.00	4.00	4.00
Hadi, Maria	0.00	10.00	10.00	Tjoarman, Arlene	0.00	85.25	110.75
Hariri, Nick	0.00	29.00	30.00	Valerio, Ricardo	0.00	0.00	30.00
Hernandez, Brenda	0.00	18.00	18.00	Vasquez, Michelle	0.00	3.25	3.25
Ibarra, Estefania	0.00	39.00	54.00	Vo, Jadeson	0.00	11.50	20.25
Israel, Emily	0.00	19.25	22.25	Vo, Jasmine	0.00	11.50	21.25
Jani, Eddie	0.00	37.25	59.25	Wang, Melody	0.00	42.50	47.50
Karan, Gaurav	0.00	44.00	44.00	White, Chris	0.00	19.25	20.25
Khattar, Saijal	0.00	43.50	57.50	Wiggins, Katie	0.00	40.00	40.00
Lee, Jessica	0.00	41.00	46.00	Wu, Jaime	0.00	9.25	14.75
				Yeh, Bryce	0.00	6.00	25.25
				Zuniga, Jazmin	0.00	10.00	38.00
TOTAL	80.00	880.00	1201.50	TOTAL	79.00	804.75	1223.75

TOTAL Library Volunteer Hours 559.25
TOTAL Literacy Volunteer Hours 978.00

TOTAL VOLUNTEERS HOURS 1537.25

REGULAR VOLUNTEERS are committed to an on-going program each week
LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.
TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

	Regular/Temp.Volunteers				Literacy Volunteers			
	FY00/01	FY01/02	FY02/03	FY03/04	FY00/01	FY01/02	FY02/03	FY03/04
July	562.00	623.00	693.50	735.25	658.00	1026.50	644.00	865.00
August	563.25	834.25	386.00	551.50	662.00	847.00	513.00	829.00
September	248.00	802.75	386.00	385.00	581.00	605.00	518.00	808.00
October	385.00	1029.80	442.50	388.75	614.00	550.00	516.00	820.00
November	369.25	1457.30	388.25	388.25	685.50	550.00	510.00	805.00
December	205.25	203.50	260.00	359.50	564.00	586.00	504.00	853.00
January	387.25	356.50	425.00	439.00	797.00	586.00	504.00	979.00
February	376.75	359.75	492.00	496.25	617.00	600.00	534.00	1472.00
March	377.25	399.00	340.00	489.25	622.50	600.00	767.00	1275.75
April	457.25	299.75	533.25	476.50	656.00	600.00	502.00	1152.00
May	393.00	371.50	355.50	460.25	1,204.50	588.00	500.00	562.50
June	<u>580.75</u>	<u>454.00</u>	<u>554.75</u>	<u>456.00</u>	<u>1,050.50</u>	<u>639.00</u>	<u>3368.00</u>	<u>526.50</u>
	4905.00	7191.10	5256.75	5625.50	8,712.00	7777.50	9380.00	10947.75

	FY04/05	FY04/05
July	948.25	1,008.00
August	696.25	684.00
September	482.00	704.00
October	487.75	684.00
November	461.00	1,458.00
December	400.75	1,075.00
January	X	X
February	959.75	2,084.00
March	846.50	978.00

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY04/05	FY04/05	Cumulative		FY04/05	FY04/05	Cumulative
	Apr	YTD			Apr	YTD	
Aguirre, Alyssa	6.00	60.00	100.00	Go, Jonathon	6.00	35.00	35.00
Ahahechi, Maryam	12.00	66.00	66.00	Gonzales, Rosemarie	-	24.00	24.00
A LaTorre, Angelica	-	-	154.00	Goodman, Dale	26.00	102.00	3,567.00
Ansig, Ronald	-	8.00	8.00	Grisso, Norma	-	15.00	21.00
Araujo, John	-	30.00	30.00	Guerrero, Christine	6.00	60.00	138.00
Azadi, Joe	12.00	68.00	84.00	Guerrero, Lavone	6.00	60.00	142.00
Azizan, Sarah	-	-	40.00	Hamacher, Holly	6.00	54.00	138.00
Babinski, Barbara	-	-	3.00	Hatch, Bill	6.00	60.00	195.00
Bates, Emily	-	39.00	20.00	Hatch, Katie	6.00	59.00	104.00
Becker, Alyssa	12.00	63.00	63.00	Hawkins, Christina	-	53.00	128.00
Behmaram, Roxana	12.00	74.00	74.00	Healey, Kathleen	6.00	60.00	336.00
Belekjian, Maria	-	12.00	120.00	Heer, Kim	6.00	60.00	353.00
Bello, Dominic	12.00	76.00	150.00	Henao, Stephanie	6.00	60.00	114.00
Bennett, Amanda	6.00	58.00	58.00	Herrera, Elizabeth	-	36.00	36.00
Bennett, Kevin	6.00	58.00	58.00	Hernandes, Melissa	-	-	50.00
Bernardino, Maria	6.00	60.00	156.00	Hernandez, Maria	-	54.00	198.00
Blarsi, Courtney	12.00	62.00	62.00	Hilleweart, Heather	-	48.00	126.00
Bowers, Cretia	-	-	20.00	Holmes, Nancy	6.00	60.00	60.00
Bowley, Jessika	12.00	42.00	50.00	Howell, Anne	-	18.00	102.00
Brackett, Jim	-	6.00	159.00	Hsieh, Lambert	6.00	60.00	60.00
Broderick, Shannon	12.00	66.00	124.00	Hsu, Iris	6.00	60.00	60.00
Brzovic, Kathy	6.00	60.00	149.00	Humple, Phyllis	4.00	36.00	214.00
Cadambi, Aruna	-	-	44.00	Hutain, Jenny	6.00	60.00	97.00
Callaway, Sean	12.00	72.00	114.00	Hutton, Katherine (Kate)	6.00	60.00	354.00
Castillo, Alicia	6.00	34.00	72.00	Jensen, Ryan	12.00	60.00	60.00
Cerpa, Lizbeth	6.00	35.00	35.00	Harris, Michelle	6.00	58.00	58.00
Cha, Sally	6.00	60.00	150.00	Hassan, Zeenat	6.00	33.00	33.00
Chandrasekaram, Vinolie	-	-	64.00	Henri, Chase	6.00	45.00	45.00
Chang, Sirena	6.00	32.00	32.00	Ho, Brandon	6.00	33.00	33.00
Charles, Vicki	6.00	33.00	33.00	Hutton, Katherine (Kate)	-	30.00	324.00
Chen, April	-	-	177.00	Jeon, Ashley	6.00	54.00	95.00
Chen, Wen	-	36.00	120.00	Johnstone, Deborah	-	33.00	33.00
Cheng, Elsen	12.00	92.00	170.00	Kaiser, Kelly	-	-	150.00
Cho, Jason	6.00	34.00	34.00	Kamat, Rujvi	6.00	60.00	96.00
Choi, Eric	6.00	34.00	34.00	Kao, Elaine	6.00	48.00	104.00
Choi, Eugene	6.00	54.00	96.00	Kapur, Melea	6.00	60.00	60.00
Chow, Nicole	6.00	33.00	33.00	Khamphanh, Molly	6.00	60.00	144.00
Christensen, Alan	6.00	37.00	37.00	Komreich, Seth	-	-	32.00
Chun, Andre	6.00	33.00	33.00	Kreger, Kenneth	-	36.00	36.00
Coffee, Nancy	-	12.00	403.00	Krisinger, Elizabeth	-	-	78.00
Connors, Kamala	-	42.00	42.00	Lampson, Caylan	6.00	45.00	45.00
Corbo, Leonora	6.00	59.00	59.00	Lee, Al	20.00	90.00	90.00
Delgado, Ana	6.00	60.00	60.00	Lee, Joshua	6.00	60.00	60.00
Dhanak, Shayona	6.00	35.00	35.00	Leon, Philip	6.00	44.00	44.00
Diaz, Cynthia	-	-	52.00	Leslie, Sandra	6.00	65.00	348.00
Diaz, Monica	-	-	70.00	Lewis, Kim	12.00	72.00	72.00
Donofrio, Susan	6.00	60.00	195.00	Lien, Kevin	6.00	33.00	33.00
Draper, Krispa	-	18.00	168.00	Lin, Joyce	6.00	60.00	60.00
Dudrey, Kristin	6.00	60.00	114.00	Lo, Tiffany	6.00	37.00	37.00
Eckels, Krys	6.00	60.00	150.00	Loi, Nelly	12.00	105.00	105.00
Economou, Christina	6.00	60.00	142.00	Lopez, Grace	-	51.00	52.00
Elmore, Sylvia	6.00	50.00	134.00	Lukito, Cory	6.00	60.00	60.00
Espinoza, Veronica	6.00	45.00	45.00	Lukito, Kevin	6.00	60.00	60.00
Farilla, Dawn	6.00	60.00	60.00	Mai, Angie	12.00	48.00	84.00
Finley, Virginia	6.00	60.00	150.00	Maino, Arielle	6.00	54.00	54.00
Fitsimons-Diaz, Chelsea	-	12.00	129.00	Malkowicz, Edward	12.00	108.00	412.00
Flores, Jose	6.00	37.00	37.00	Manzanarez, Melissa	12.00	114.00	114.00
Flores, Stephanie	6.00	33.00	33.00	Marquez, George	6.00	54.00	54.00
Ford, Shannon	12.00	72.00	72.00	Marquez, Jeff	-	42.00	84.00
Gardner, Jeanette	-	-	87.00	Martiaro, Diane	-	-	564.00
Gitby, Walter	-	36.00	82.00	Massaro, Lauren	6.00	60.00	144.00

Literacy Hours continued

REGULAR	FY04/05 Apr	FY04/05 YTD	Cumulative	REGULAR	FY04/05 Apr	FY04/05 YTD	Cumulative
McBain, Frances	6.00	60.00	138.00	Shah, Sweny	-	-	132.00
McBentez, Kathy	6.00	60.00	224.00	Shan, Kheyati	-	24.00	69.00
McGrath, Patricia	6.00	60.00	133.00	Sie, Melanie	6.00	34.00	34.00
Mehta, Ami	-	-	60.00	Sivwanto, Patricia	6.00	33.00	33.00
Mesgina, Nahom	6.00	31.00	31.00	Skimizu, Ken	12.00	120.00	561.00
Miller, Michelle	-	24.00	69.00	Smith, Alex	6.00	44.00	44.00
Min, Nara	-	6.00	58.00	Smith, Allie	4.00	48.00	48.00
Montoya, Tania	-	24.00	80.00	Smith, Annie	4.00	98.00	48.00
Myers, Emily	-	-	150.00	Soetijoso, Agnes	8.00	68.00	68.00
Navarro, Nicole	-	24.00	114.00	Soqui, Evelyn	12.00	114.00	164.00
Negoranek, Rachel	-	24.00	53.00	Speakman, Sarah	6.00	54.00	129.00
Negrete, Adriana	-	24.00	61.00	Stutts, Lisa	-	18.00	67.00
Nguyen, Martin	6.00	100.00	100.00	Stuvert, Judith	-	60.00	67.00
Nguyen, Minh	6.00	60.00	60.00	Sun, Ying	6.00	35.00	35.00
Nguyen, Thien	6.00	72.00	72.00	Sze, Kelly	12.00	96.00	96.00
Nguyen, Tyler	-	24.00	80.00	Tan, Hannah	-	22.00	22.00
Olson, Shawn	12.00	75.00	75.00	Tat, Trung	-	24.00	35.00
Ortiz, Cynthia	6.00	60.00	60.00	Thomas, Peggy	-	24.00	143.00
Osoria, Jonathan	6.00	54.00	102.00	Thompson, Amanda	6.00	33.00	33.00
Patel, Vani	6.00	54.00	54.00	Thong, Din	10.00	130.00	130.00
Pelto, Ernest	6.00	54.00	337.00	Todker, Reka	-	24.00	36.00
Perez, Christina	6.00	54.00	54.00	Todker, Vanita	6.00	63.00	100.00
Porter, Melissa	12.00	116.00	134.00	Ton, Sothavy	10.00	117.00	117.00
Precht, Jeanette	6.00	60.00	217.00	Trapp, Andrew	6.00	45.00	45.00
Renno, Carolyn	6.00	55.00	103.00	Trotter, Cynthia	6.00	54.00	201.00
Reynoso, Tanya	6.00	48.00	48.00	Trujillo, Mark	12.00	160.00	160.00
Rivera, Felleny	-	-	76.00	Truong, Christine	-	-	123.00
Rivera, Hilda	10.00	84.00	252.00	Valenzuela, Sarah	-	24.00	24.00
Rodriguez, Elizabeth	12.00	78.00	78.00	Veltre, Robin	-	21.00	43.00
Rodriguez, Kenia	-	110.00	120.00	Vo, Jadeson	6.00	35.00	35.00
Rosas, Henry	-	62.00	110.00	Vo, Jasmine	6.00	41.00	61.00
Ross, Charlotte	-	18.00	21.00	Vo, Martin	6.00	29.00	29.00
Sabo, Melissa	-	-	42.00	Vukovick, Kathy	-	24.00	40.00
Salvary, Vanessa	6.00	40.00	40.00	Vyas, Ushima	6.00	34.00	34.00
Schaal, Linda	6.00	54.00	267.00	Weimer, MacKenzie	6.00	54.00	87.00
Schultz, Laurie	6.00	58.00	58.00	White, Debi	6.00	45.00	45.00
Sgobba, Jackie	-	18.00	180.00	Wright, Sydney	6.00	54.00	93.00
				Yang, Jonathon	6.00	51.00	51.00
				Yu, Lillian	-	24.00	30.00
Total	978.00	9,187.00	23,177.00				



Placentia Library District
Circulation Report
May 23, 2005

	FY04-05 YTD	FY03-04 YTD	% Change FY03 TO FY04	FY04-05 April	FY03-04 April
1st Time Checkouts	137,069	120,331	13.91%	14,958	12,281
Phone Renewals	12,160	18,982	-35.94%	820	1,924
In-Building Renewals	3,554	4,111	-13.55%	332	269
TOTAL RENEWALS	15,714	23,093	-31.95%	1,152	2,193
TOTAL CHECKOUTS	152,783	143,424	6.53%	16,110	14,474
On-Time Checkins	147,243	124,716	18.06%	16,293	12,894
Late Checkins	10,327	10,282	0.44%	1,248	1,207
TOTAL CHECKINS	157,570	134,998	16.72%	17,541	14,101
Holds Placed	5,422	2,832	91.45%	562	414
Holds Cancelled	340	76	347.37%	24	10
Holds Filled	4,383	3,430	27.78%	481	319
Patrons Registered	3,443	3,541	-2.77%	386	358
Titles Added	3,871	4,326	-10.52%	730	357
Volumes Added	4,313	4,621	-6.67%	760	441
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	62,179	60,559	2.68%	6,498	6,421
Juvenile Print	69,587	65,883	5.62%	7,498	6,486
Total Print	131,766	126,442	4.21%	13,996	12,907
Audio	11,105	7,696	44.30%	968	881
Visual	18,682	11,885	57.19%	2,264	1,265
Total Audio Visual	29,787	19,581	52.12%	3,232	2,146
TOTAL CIRCULATION	161,553	146,023	10.64%	17,228	15,053
Placentia Circulation	95,884	89,847	6.72%	10,151	8,780
%Placentia Circulation	59.35%	61.53%		58.92%	58.33%
Anaheim/Yorba Linda Circulation	27,696	25,042	10.60%	2,783	2,696
%Anaheim/Yorba Linda Circulation	17%	17.15%		16%	17.91%
TYPES OF ACTIVE BORROWERS					
Adult	117,370	102,003	15.07%	12,626	10,978
Young Adult	2,531	2,487	1.77%	301	238
Juvenile	28,105	28,892	-2.72%	2,914	2,458
New Borrower	10,949	11,184	-2.10%	1,147	1,183
Non Resident	0	0	N/A	0	0
Other (staff)	2,365	2,276	3.91%	244	194
TOTAL ACTIVE BORROWERS	161,320	146,842	9.86%	17,232	15,051
TOTAL REGISTERED BORROWERS	199,362	182,179	9.43%	21,464	17,497
ATTENDANCE	311,579	337,625	-7.71%	*36,4242	29,380
Adult Reference-In Building	15,455	9,488	62.89%	2,079	1,036
Adult Reference-Telephone	1,901	1,482	28.27%	238	128
Children's Reference-In Building	12,989	6,529	98.94%	1,513	843
Children's Reference-Telephone	216	204	5.88%	16	5
Total Adult Reference	17,356	10,970	58.21%	2,317	1,164
Total Children's Reference	13,205	6,733	96.12%	1,529	848
Total in Building Reference	28,444	16,017	77.59%	3,592	1,879
Total Telephone Reference	2,117	1,686	25.56%	254	133
TOTAL REFERENCE	30,561	17,703	72.63%	3,846	2,012

*Not an accurate count.



UNIQUE Management Services, Inc.

April 28, 2005

Ms. Elizabeth Minter
Director
Placentia Library District
411 E Chapman Ave
Placentia, CA 92670

Dear Ms. Minter:

This is our periodic Return on Investment letter designed to keep you informed of our results on behalf of the library. This information can always be extrapolated from our monthly reports to the library but I thought you might find it useful to see our results, compared to cost, in a more concise format. Our aim is to keep you fully apprised of the bottom line as it relates to our service without creating additional demands on your time. Providing this information at regular intervals will help you track the library's return on investment.

From November 1998 through March 2005, Unique Management processed 972 Placentia Library District accounts for collection. Of that number, 733 or 75.41% of patrons processed responded by fully or partially settling their accounts.

The financial result for the library has been the recovery of \$13,030.23 in materials, \$39,322.51 in cash and \$2,514.88 in waives for a total value of \$54,867.62. This does not include materials and cash still to be recovered from patrons submitted during that period who will continue to respond.

Our billings for services to the library during the same period total less than the cash recovered and amounts waived, so our service remains budget neutral. When considering the value of our recoveries described above compared to our billings, our service has given the library a return of \$4.41 for each \$1.00 invested. This 4:1 ratio shows a powerful return on the library's investment. Needless to say, we are very pleased to bring these results to your attention.

It should also be noted that we have demonstrated that we can maintain patron goodwill while producing these results. In addition, with our electronic interface, all data is transferred and processed electronically to eliminate paperwork and minimize library staff time required.

Please feel free to contact me or any member of the customer service team should you have any questions. Thank you for the opportunity to serve the Placentia Library District and it's patrons.

Sincerely,



Katie Hoard
Customer Service Specialist

cc: Ms. Yesenia Gomez



PLACENTIA INVOICES

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	07/10/20	5,200.62	1,638.37	650.63	0.00	0.00	8.18	7,497.80
Aug-02	08/16/02	5,961.61	1,178.68	651.87	107.50	0.00	8.20	7,907.86
Sep-02	09/17/02	5,200.62	1,638.37	650.63	0.00	0.00	0.00	7,489.62
Oct-02	10/11/02	0.00	1,195.57	650.63	0.00	0.00	8.17	1,854.37
Nov-02	11/15/02	0.00	1,461.17	650.61	107.50	0.00	16.35	2,235.63
Dec-02	12/13/03	0.00	1,150.57	650.63	537.50	0.00	0.00	2,338.70
Jan-03	01/16/03	0.00	1,632.69	650.63	0.00	0.00	8.15	2,291.47
Feb-03	02/11/03	0.00	1,269.07	762.39	0.00	0.00	0.00	2,031.46
Mar-03	03/17/03	0.00	1,177.30	762.39	107.50	0.00	10.55	2,057.74
Apr-03	04/07/03	35,884.16	1,263.68	762.39	269.45	0.00	7.17	38,186.85
May-03	06/05/03	3,712.49	1,150.57	650.77	107.50	0.00	7.20	5,628.53
Jun-03	07/24/03	4,522.91	1,150.57	650.77	207.50	0.00	7.20	6,538.95
TOTAL		60,482.41	15,906.61	8,144.34	1,444.45	0.00	81.17	86,058.98
AVG		5,040.20	1,325.55	678.70	120.37		6.76	7,171.58

PERIOD COVERED FY2003-2004	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	08/07/03	5,933.96	1,566.39	604.52	0.00	0.00	7.20	8,112.07
Aug-03	09/08/03	5,103.96	1,370.47	604.52	215.00	0.00	7.19	7,301.14
Sep-03	10/13/03	2,650.78	1,150.57	604.52	107.50	0.00	7.19	4,520.56
Oct-03	11/10/03	4,002.21	1,150.57	604.52	107.50	0.00	7.24	5,872.04
Nov-03	12/12/03	3,276.82	2,064.00	604.52	1,520.17	0.00	7.23	7,472.74
Dec-03	01/13/04	2,950.98	1,407.66	705.74	155.00	0.00	0.00	5,219.38
Jan-04	02/10/04	2,987.54	1,150.57	568.93	107.50	0.00	7.23	4,821.77
Feb-04	03/08/04	3,020.00	1,150.57	619.54	107.50	0.00	7.20	4,904.81
Mar-04	04/08/04	3,046.38	1,150.57	619.54	107.50	0.00	7.45	4,931.44
Apr-04	05/12/04	3,106.89	1,150.57	619.54	107.50	0.00	0.00	4,984.50
May-04	06/15/04	3,544.04	1,150.57	647.62	215.00	0.00	7.28	5,564.51
Jun-04	07/28/04	4,661.33	1,150.57	690.71	276.54	0.00	7.27	6,786.42
TOTAL		44,284.89	15,613.08	7,494.22	3,026.71	0.00	72.48	70,491.38
AVG		3,690.41	1,301.09	624.52	252.23	0.00	6.04	5,874.28

PERIOD COVERED FY2004-2005	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-04	08/23/04	5,332.93	1,150.57	722.54	302.50	0.00	7.29	7,515.83
Aug-04	10/15/04	5,155.44	1,150.57	679.43	215.00	0.00	14.45	7,214.89
Sep-04	11/04/04	3,963.90	1,150.57	686.96	0.00	0.00	7.18	5,808.61
Oct-04	12/14/04	0.00	1,150.57	788.19	252.50	0.00	7.18	2,198.44
Nov-04	02/07/05	3,493.88	1,150.57	802.54	107.50	0.00	7.23	5,561.72
Dec-04	03/09/05	3,337.04	2,392.41	726.17	107.50	0.00	7.24	6,570.36
Jan-05	4/13/05 & 5/2/05	3,017.99	1,150.57	1,299.59	107.50	0.00	14.52	5,590.17
Feb-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		24,301.18	9,295.83	5,705.42	1,092.50	0.00	65.09	40,460.02
AVG		3,471.60	1,327.98	815.06	156.07	0.00	9.30	5,780.00



TOTAL DOLLARS SPENT

FY2002-2003	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-02	1,127.26	174.00	0.00	1,301.26	650.63
Aug-02	1,127.26	174.00	2.48	1,303.74	651.87
Sep-02	1,127.26	174.00	0.00	1,301.26	650.63
Oct-02	1,127.26	174.00	0.00	1,301.26	650.63
Nov-02	1,127.26	174.00	0.00	1,301.26	650.63
Dec-02	1,127.26	174.00	0.00	1,301.26	650.63
Jan-03	1,127.26	174.00	0.00	1,301.26	650.63
Feb-03	1,350.78	174.00	0.00	1,524.78	762.39
Mar-03	1,350.78	174.00	0.00	1,524.78	762.39
Apr-03	1,350.78	174.00	0.00	1,524.78	762.39
May-03	1,127.53	174.00		1,301.53	650.77
Jun-03	1,127.53	174.00		1,301.53	650.77
TOTAL	14,198.22	2,088.00	2.48	16,288.70	8,144.35
AVG	1,183.19	174.00	0.21	1,357.39	678.70

TOTAL DOLLARS SPENT

FY2003-2004	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,035.04	174.00	0.00	1,209.04	604.52
Aug-03	1,035.04	174.00	0.00	1,209.04	604.52
Sep-03	1,035.04	174.00	0.00	1,209.04	604.52
Oct-03	1,035.04	174.00	0.00	1,209.04	604.52
Nov-03	1,035.04	174.00	0.00	1,209.04	604.52
Dec-03	1,207.48	204.00	0.00	1,411.48	705.74
Jan-04	963.86	174.00	0.00	1,137.86	568.93
Feb-04	1,050.08	189.00	0.00	1,239.08	619.54
Mar-04	1,050.08	189.00	0.00	1,239.08	619.54
Apr-04	1,050.08	189.00	0.00	1,239.08	619.54
May-04	1,106.24	189.00	0.00	1,295.24	647.62
Jun-04	1,177.42	204.00	0.00	1,381.42	690.71
TOTAL	12,780.44	2,208.00	0.00	14,988.44	7,494.22
AVG	1,065.04	184.00	0.00	1,249.04	624.52

TOTAL DOLLARS SPENT

FY2004-2005	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,233.58	211.50	0.00	1,445.08	722.54
Aug-03	1,147.36	211.50	0.00	1,358.86	679.43
Sep-03	1,177.42	196.50	0.00	1,373.92	686.96
Oct-03	1,364.88	211.50	0.00	1,576.38	788.19
Nov-03	1,401.08	204.00	0.00	1,605.08	802.54
Dec-03	1,263.33	189.00	0.00	1,452.33	726.17
Jan-04	1,263.33	189.00	0.00	1,452.33	726.17
Feb-04	987.83	159.00	0.00	1,146.83	573.42
Mar-04	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00
TOTAL	9,838.81	1,572.00	0.00	11,410.81	5,705.41
AVG	1,229.85	196.50	0.00	1,426.35	713.18

DOLLARS BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Aug-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Sep-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Oct-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Nov-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Dec-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Jan-03	382.24	234.40	63.58	0.00	447.04	1,127.26
Feb-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Mar-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Apr-03	382.24	234.40	63.58	0.00	670.56	1,350.78
May-03	382.24	234.40	63.58	0.00	447.04	1,127.26
Jun-03	382.24	234.40	63.58	0.00	447.04	1,127.26
TOTAL	4,586.88	2,812.80	762.96	0.00	6,035.04	14,197.68
AVG	382.24	234.40	63.58	0.00	502.92	1,183.14

DOLLARS BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Aug-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Sep-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Oct-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Nov-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Dec-03	284.72	300.60	60.56	0.00	561.60	1,207.48
Jan-04	213.54	240.48	60.56	0.00	119.28	633.86
Feb-04	213.54	270.54	60.56	0.00	505.44	1,050.08
Mar-04	213.54	270.54	60.56	0.00	505.44	1,050.08
Apr-04	213.54	270.54	60.56	0.00	505.44	1,050.08
May-04	213.54	270.54	60.56	0.00	561.60	1,106.24
Jun-04	284.72	270.54	60.56	0.00	561.60	1,177.42
TOTAL	3,060.74	3,096.18	726.72	0.00	5,566.80	12,450.44
AVG	255.06	258.02	60.56	0.00	463.90	1,037.54

DOLLARS BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	270.54	60.56	0.00	617.76	1,233.58
Aug-03	284.72	240.48	60.56	0.00	561.60	1,147.36
Sep-03	284.72	270.54	60.56	0.00	561.60	1,177.42
Oct-03	355.90	330.66	60.56	0.00	617.76	1,364.88
Nov-03	379.98	345.50	65.80	0.00	609.80	1,401.08
Dec-03	337.76	310.95	65.80	0.00	548.82	1,263.33
Jan-04	337.76	310.95	65.80	0.00	548.82	1,263.33
Feb-04	253.32	241.85	65.80	0.00	426.86	987.83
Mar-04	0.00	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	2,518.88	2,321.47	505.44	0.00	4,493.02	9,838.81
AVG	314.86	290.18	63.18	0.00	561.63	1,229.85

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-02	8.00	8.00	2.00	0.00		16.00	34.00
Aug-02	8.00	8.00	2.00	0.00		16.00	34.00
Sep-02	8.00	8.00	2.00	0.00		16.00	34.00
Oct-02	8.00	8.00	2.00	0.00		16.00	34.00
Nov-02	8.00	8.00	2.00	0.00		16.00	34.00
Dec-02	8.00	8.00	2.00	0.00		16.00	34.00
Jan-03	8.00	8.00	2.00	0.00		16.00	34.00
Feb-03	8.00	8.00	2.00	0.00		24.00	42.00
Mar-03	8.00	8.00	2.00	0.00		24.00	42.00
Apr-03	8.00	8.00	2.00	0.00		24.00	42.00
May-03	8.00	8.00	2.00	0.00		16.00	34.00
Jun-03	8.00	8.00	2.00	0.00		16.00	34.00
TOTAL	96.00	96.00	24.00	0.00		216.00	432.00
AVG	8.00	8.00	2.00	0.00		18.00	36.00

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-03	8.00	8.00	2.00	0.00		16.00	34.00
Aug-03	8.00	8.00	2.00	0.00		16.00	34.00
Sep-03	8.00	8.00	2.00	0.00		16.00	34.00
Oct-03	8.00	8.00	2.00	0.00		16.00	34.00
Nov-03	8.00	8.00	2.00	0.00		16.00	34.00
Dec-03	8.00	10.00	2.00	0.00		20.00	40.00
Jan-04	6.00	8.00	2.00	0.00		16.00	32.00
Feb-04	6.00	9.00	2.00	0.00		18.00	35.00
Mar-04	6.00	9.00	2.00	0.00		18.00	35.00
Apr-04	6.00	9.00	2.00	0.00		18.00	35.00
May-04	6.00	9.00	2.00	0.00		20.00	37.00
Jun-04	8.00	9.00	2.00	0.00		20.00	39.00
TOTAL	86.00	103.00	24.00	0.00		210.00	423.00
AVG	7.17	8.58	2.00	0.00		17.50	35.25


TIME BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-03	8.00	9.00	2.00	0.00		22.00	41.00
Aug-03	8.00	8.00	2.00	0.00		20.00	38.00
Sep-03	8.00	9.00	2.00	0.00		20.00	39.00
Oct-03	10.00	11.00	2.00	0.00		22.00	45.00
Nov-03	9.00	10.00	2.00	0.00		20.00	41.00
Dec-03	8.00	9.00	2.00	0.00		18.00	37.00
Jan-04	8.00	9.00	2.00	0.00		18.00	37.00
Feb-04	6.00	7.00	2.00	0.00		14.00	29.00
Mar-04	0.00	0.00	0.00	0.00		0.00	0.00
Apr-04	0.00	0.00	0.00	0.00		0.00	0.00
May-04	0.00	0.00	0.00	0.00		0.00	0.00
Jun-04	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL	65.00	72.00	16.00	0.00		154.00	307.00
AVG	8.13	9.00	2.00	0.00		19.25	38.38



Elizabeth Minter

From: gneill@csgda.net
Sent: Monday, May 23, 2005 9:07 AM
To: eminter@placentalibrary.org
Subject: CSGDA Legislative Update

 Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.

Governor Ready to Call Special Election

During a Sacramento radio interview yesterday (Thursday), the Governor said that he will call a special election this November because he does not believe that he and Democrats can reach consensus on budget, redistricting and education reforms. The election, expected to cost counties \$80 million, was quickly denounced by Speaker Nugez as a waste of taxpayer dollars and the Speaker said that none of the Governor's initiative are so critical that they can't wait for next June's Primary Election. With the Legislature poised to commence the budget conference committee, the Governor's announcement will, no doubt, make a difficult budget resolution even more difficult.

Fees Rumored to Fund SB 393

Senate Bill 393 by Senator Ortiz, relating to special district governance, is currently pending on the Senate Appropriations Committee's Suspense File, which will be taken up next Thursday afternoon. There is a rumor circulating that Senator Ortiz is considering a fee on special districts to fund the many state mandated programs contained in the bill, including, but not limited to, the State Controller's audit responsibilities. The Senate Appropriations Committee's fiscal analysis estimates the State Controller's oversight/audit review provisions at \$307,000 for 2005/06 and \$493 for 2006/07 and 2007/08. We are currently reviewing the reimbursement provisions contained in Proposition 1A to better understand the bill's mandate/reimbursement issues.

Legislative Updates available by email for all member agencies officials and employees

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free 877/924-CSGA or by emailing gneill@csgda.net. Also, past Legislative Updates are available in the Legislation & Action section of the [CSGA members website](#).

CSGA keeping special districts informed!

1112 I Street, Suite 200 * Sacramento, CA 95814
(916) 442-7887 * (916) 442-7889 fax
(877) 924-CSGA * www.csgda.net

Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
Sent: Wednesday, April 27, 2005 10:53 AM
To: 'MCLS/SLS/SSCLS Directors'
Cc: palger; bchute; bcusten; bgallardo; hfirchow; mwomack
Subject: FW: [CALIX:3914] News from the Capitol

-----Original Message-----

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher
Sent: Wednesday, April 27, 2005 10:13 AM
To: Calix
Subject: [CALIX:3914] News from the Capitol

To: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

From: Mike Dillon, CLA Lobbyist, Christina Dillon, CLA Lobbyist

Subject: LEGISLATIVE UPDATE

I. SENATE BUDGET SUBCOMMITTEE LOOKS TO POSSIBLE ONE-TIME FUNDS FOR PUBLIC LIBRARY FOUNDATION Yesterday, the Senate Budget Subcommittee on Education Finance reviewed the issue of funding for the Public Library Foundation, and specifically, the proposal contained in Governor Schwarzenegger's January Budget to reduce the program by \$2.2 million. First, the Legislative Analyst's Office highlighted the magnitude of the cuts that the PLF has taken over the last few years, and added that the "legislature should look closely at possibly restoring the \$2.2 million.

The program has given more than its share." The Governor's Department of Finance was then asked to comment and noted that the \$2.2 million proposed reduction represents an across-the-board cut in the State Library budget. State Librarian, Susan Hildreth said that if the subcommittee members were interested in restoring the cut, it would be well received by the library community and the State Library itself.

CLA then testified in support and highlighted our now-famous "79 percent cut chart," and asked that the \$2.2 million cut be rejected. Senator Scott asked us for some specifics regarding what libraries use the PLF dollars for. We responded that the use of the money varies from materials purchases, to maintaining service hours, to bookmobiles, etc. and then gave the example of the Budget crisis several years ago, wherein the Budget Conference Committee proposed eliminating the remaining \$15 million in the PLF. We noted that in the case of the Mendocino County library, home of Budget Chair Senator Wes Chesbro, the county librarian Erica DeMille informed the Senator that the loss of funds would have meant closure of the library. Calling the potential move the "straw that broke the camel's back," CLA said that the Budget Conference Committee ultimately rejected the \$15 million reduction.

Senator Simitian, the newest member of the Senate subcommittee, said that he was well-versed in the PLF as the former Chairman of the Assembly Budget Subcommittee on Education Finance for four years.

"Particularly in times of economic downturn," Senator Simitian stated, "libraries are one of our most important services. Funds also get leveraged to get a bigger bang for the buck locally. This really isn't the place to be making even minor cuts." Subcommittee member, Senator Margett said he concurred, was not inclined to support a cut, and wondered if the proliferation of the creation of library districts was a trend or a way to protect local funding. State Librarian Hildreth responded that she felt the creation of districts was a way to "define services, and a way to ensure local funding streams." Subcommittee Chairman, Senator Jack Scott concluded, "I think you have heard our members speak in support of libraries. Public libraries serve such a vital role in our community. I would like to put the issue on the check-list and consider some one-time dollars for this program. We could consider this for an augmentation and it could be used for books and materials, etc."

The check-list is utilized in the Education subcommittees in each house to allow the members to defer the item until the Governor's May Revision is released in mid-May. Since the May Revision will give the subcommittee a better indication of the state's updated fiscal picture, the members can more appropriately gauge the possible funding options for the PLF. Senator Scott, however, is proposing an additional concept of taking some of the projected revenue increase dollars (such as those gained from the much publicized state amnesty program), and use them for "one time purposes." "One time" funding represents an infusion of funding that would be used in Budget Year 2005-06 only, and would not be built into the baseline funding level as an ongoing appropriation.

Senator Scott's suggestion is a way to help the public libraries during a year when it may be difficult to commit any significant ongoing augmentations to the PLF.

II. CLA LEADERSHIP AND LOCAL REPRESENTATIVES MEET WITH SENATE BUDGET CHAIR This year, during what will most assuredly be a very difficult and protracted Budget debate, one of the most important leaders in the deliberations will be Senator Wes Chesbro, the Chair of the Senate Budget Committee and Chair of the powerful Budget Conference Committee.

Therefore, on CLA Legislative Day, a group of representatives from Senator Chesbro's district and the CLA Leadership, led by CLA President Danis Kreimeier, spent almost a half an hour with the busy Senator.

Senator Chesbro discussed last year's library bond bill, the 2004 Proposition 1A agreement made with local government, his predictions regarding the upcoming Budget battle, and some of the pending initiatives slated for the special election in the Fall. With regard to the PLF, Senator Chesbro said that he would work to try to protect the PLF from further cuts. The group also took the opportunity to thank him for his constant support of the PLF and his willingness to save the program from the \$15 million cut several years ago (see preceding article). The Senator noted that he has always had a soft spot for libraries, having used them regularly as a child while growing up in South Pasadena. He noted that South Pasadena had "an old Carnegie library, with magnificent marble floors. And I would sit in there and read on hot, smoggy days." The Senator also noted that he was "very proud of the new Eureka library in his district."

III. LIBRARIES TO BE AMENDED INTO TELECONNECT BILL CLA has recently been working with the sponsors of AB 1388 by Assemblyman Ridley-Thomas, a loan repayment bill that would require the Department of Finance to transfer "at least \$10 million annually from the General Fund to the California Teleconnect Fund, commencing with the 2006-07 fiscal year and each fiscal year thereafter to reimburse the fund over a 15 year period." (Assembly Utilities and Commerce Committee

analysis) You may recall that a few years ago, noting a large, unused surplus in the California Teleconnect Fund, the state borrowed approximately \$150 million dollars from the CTF to help balance the state Budget. The CTF provides discounted rates on telecommunications services to qualifying schools, libraries, hospitals, health clinics, and community organizations.

AB 1388-Ridley-Thomas creates a new Advanced Telecommunications Education and Health Account within the CTF Administrative Committee Fund and CLA has asked the author's office to accept an amendment that would clarify that public libraries are an eligible recipient of the CTF loan repayment dollars under this new account. The Assembly Utilities and Commerce Committee, this week, heard the measure, and concurred that the language should be clarified to address the "worthy programs out there under the CTF." The committee chair also encouraged the author to drop all references in the bill to a "third party administrator" who would administer the grants under the new account. The Chair noted that Assembly Appropriations Committee has indicated the addition of a third party administrator will mean

additional costs to the program. The bill passed from committee with all Democrats voting "aye" and Republicans voting "no." Due to the \$10 million annual cost contained in the bill, the bill will now head to the Assembly Appropriations Committee and will be placed on the Committee's "suspense file," where all bills with price tags in excess of \$150,00 are contained, so as to be later prioritized by the committee.

Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
Sent: Wednesday, May 11, 2005 5:24 PM
To: 'MCLS/SLS/SSCLS/Associate Member Directors'
Cc: shaber; bchute; bcusten; bgallardo; ccarlisle; hfirchow; jlambert; jstaff; mgermroth; mwomack; 'palger'
Subject: FW: [CALIX:3959] News from the Capitol

-----Original Message-----

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher
Sent: Wednesday, May 11, 2005 4:51 PM
To: Calix
Subject: [CALIX:3959] News from the Capitol

May 11, 2005

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. GOVERNOR WILL RELEASE "MAY REVISION" OF STATE BUDGET ON FRIDAY - TIME "TBA"

This Friday, Governor Arnold Schwarzenegger is scheduled to release his so-called "May Revision" or "May Revise" of his January Budget. The "May Revise," which is typically presented during the middle of May, allows the Governor and his Department of Finance to assess the state's fiscal condition since January, and make adjustments, offer new proposals, or suggest additional Budget augmentations or reductions. The Governor's Office and Department of Finance have not yet confirmed the time of the Governor's press conference and subsequent release of the May Revise document. As always, we will submit a report to the field as soon as the details of the May Revision are released on Friday (likely some time after noon).

II. ACA 7-NATION PASSES FIRST COMMITTEE: 55% VOTE FOR SPECIAL TAXES

Last week, Assemblyman Joe Nation presented his ACA 7, which would reduce the constitutional vote requirement for approval of a special tax, from a 2/3rds vote to a 55% majority vote. CLA is in support of ACA 7 as it would make it easier to pass much-needed local library funding measures, if the voters so desire. During his presentation on the bill before the Assembly Local Government Committee, Assemblyman Nation noted that the "current structure gives a small minority veto power over the majority," and later added, "It is incredulous for anyone to argue that the 2/3rds vote is fair." Testifying in support of the measure was the League of Cities, representatives of the parks and recreation association, CLA, and various local government lobbyists. Assembly Local Government Committee Chair, Simon Salinas stated that because of the problems associated with passing local taxes at the 2/3rds vote threshold, "My community planned to close the libraries - the home of John Steinbeck. Local communities need to be able to decide. What is more democratic than that?" Committee Vice Chair, Bill Emmerson countered, "A super-majority (vote) is not hard (to obtain) if you can effectively make your point." Assemblyman Nation then explained that in his district, Rohnert Park attempted to pass a local school tax, which failed by slightly more than 100 votes, and caused the district to cut \$10

million from its budget, and close services like school libraries.

The bill passed from committee on a straight party-line vote with all five Democrats voting "aye" and the two Republicans on the committee voting "no." ACA 7 now heads to the Assembly Appropriations Committee for consideration. The challenge, as the bill moves through the process, will be for Assemblyman Nation to try to gain some Republican support, as ACA 7 will require a two-thirds vote for passage. Typically, bills that lower the threshold to raise taxes are strongly opposed by the majority of the Republicans in both houses.

Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
sent: Friday, May 13, 2005 4:39 PM
to: 'MCLS/SLS/SSCLS/Associate Member Directors'
Cc: shaber; bchute; bcusten; bgallardo; ccarlisle; hfirchow; jlambert; jstaff; mgermroth; mwomack; 'palger'
Subject: FW: [CALIX:3968] News from the Capitol

-----Original Message-----

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher
Sent: Friday, May 13, 2005 3:46 PM
To: Calix
Subject: [CALIX:3968] News from the Capitol

May 13, 2005

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist


RE: NEWS FROM THE CAPITOL

Shortly after 1 p.m. today, Governor Arnold Schwarzenegger presented his May Revision of the 2005-06 Budget, noting that while revenues are up, "the work is not over. We still have an estimated structural deficit of \$4 billion. We have billions of dollars of inherited debt. The auto-pilot spending will create more pressures. The answer is not to feed an out-of-control spending machine." The May Revision document states that the "new estimates contained in this May Revision reflect a restored faith in the California economy. Revenues are increasing in the 2004-05 estimated personal income tax, and in the 2005-06 corporate tax." The Governor's May Revision goes on to caution, however, that with a national economic trend pointing "toward a slowing of the recovery nationally, and in California, after 2006...The result is that the new revenue we see cannot be counted on for the years thereafter. Accordingly, the prudent thing is to treat the largest portion of the new revenue predicted since January as one-time rather than permanent."

The Governor proposes using some of these one-time dollars to pay for transportation projects, fund some education programs, and repay cities and counties almost \$600 million in vehicle license fee reimbursements. Specifically, the Revision addresses the "Partial Vehicle License Fee Gap Loan Repayment" and provides \$593.4 million to cities and counties for the VLF reimbursement they did not receive in 2003-04 due to the suspension of the VLF offset. The Revision argues, "Payment of the VLF gap loan is not required until 2006-07, but prepaying half of it in 2005-06 will relieve state budget pressure in that year by reducing debt and spreading the additional revenues to local governments over two fiscal years."

The Public Library Foundation and other library programs remain as proposed in the Governor's January Budget. You will recall that the Governor proposed a \$2.2 million reduction to the PLF in his January version of the Budget, but the reduction has been met with opposition from the members of the Assembly and Senate Budget Subcommittees on Education who have jurisdiction over the State Library budget. Next week, the subcommittees will resume discussions and will begin reviewing the May Revision in more detail. Some time near the Memorial Day weekend, the subcommittees will finalize their recommendations, including action relative to rejecting or accepting the Governor's proposal regarding the PLF. The work of the subcommittees will be incorporated into the Assembly and Senate versions of the Budget. And, as is custom and practice, both houses will reject the Budget bills, forcing the appointment of the powerful six-member Budget Conference Committee. The Conference Committee will meet until a Budget is crafted that will be acceptable to Democrats, Republicans, and the Governor.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: May 23, 2005


SUBJECT: Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community.

Provided below is a list of active PLLS partnerships/coalitions in the community. Those with an asterisk (*) are pending and have not yet begun.

- ♦ This school year, we have had over 100 high school tutors participating in PRREP, a partnership with the PYLUSD and Placentia Rotary.
- ♦ Spanish Literacy is partnership with Even Start at Ruby Drive Elementary School where we offer Spanish literacy classes on Friday mornings.

College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has had more than 40 FWS staff this Fiscal Year. Cal State Fullerton and PLLS have two additional partnerships: 1. the Department of Human Services Intern Program, and 2. Service Learning.

- ♦ Fullerton College has a Service Learning partnership where several instructors require 10-20 hours of community service. PLLS is a participating agency.
- ♦ *EVEN START* collaboration with Ruby Drive Elementary School began in FY 2003-04 and has continued this FY.
- ♦ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs, and we are eligible this school year, 2004-05. Our first IB intern started last November.
- ♦ The Women's Transitional Learning Center (WTLC) in Fullerton has asked PLLS to start an ESL class at their center. We started two classes there, with a total of 10 students, in December, January, and February. Classes are now on hold.
- ♦ In November, we tested 15 employees at Vita-Herb Nutraceuticals, Inc., a company in Placentia, and we started two classes with 14 students in January. Classes continued there in April.
- ♦ *In March, we applied to the State Library for an LSTA Grant to partner with H.I.S. House. If approved, we will provide literacy services to children there next FY.

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 
DATE: May 23, 2005
SUBJECT: **Poet Laureate.**

The Program Committee met with Meredith Laskow, Poet Laureate of the Placentia Library District, twice since the last Library Board Meeting.

We plan to have future outreach to three senior centers this calendar year, the Placentia Senior Center, Atria De Palma, and Bradford Terrace.





orange county council of governments
Regular Meeting of the
BOARD OF DIRECTORS

Meeting Date / Location

Thursday, April 28, 2005
9:00 a.m. – 11:00 a.m.
Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, California

AGENDA ITEM

STAFF

PAGE

Agenda descriptions are intended to give notice to members of the public by providing a general summary of items of business to be transacted or discussed. The listed Recommended Action represents staff's recommendation. The Board of Directors may take any action which it deems appropriate on the agenda item and is not limited in any way by the recommended action.

PLEDGE OF ALLEGIANCE

I. CALL TO ORDER / ROLL CALL

(Chair Richard Dixon)

Richard Dixon, Chair, District 13
Art Brown, Vice-Chair, District 21
Cathryn DeYoung, District 12
Tod Ridgeway, District 14
Gus Ayer, District 15
Vacant, District 16
Lou Bone, District 17
Christine Barnes, District 18
Robert Hernandez, District 19
Marilyn Poe, District 20
John Beauman, District 22
Debbie Cook, District 64

Bob Ring, Cities At-Large
Bill Campbell, County At-Large
Phil Anthony, ISDOC
Peter Herzog, OCD, LOCC
Jim Ferryman, OCSD
Cathy Green, OCTA
Chris Norby, SCAG-County Rep. (*not activated*)
Miguel Pulido, SCAQMD – Cities Representative
Jim Silva, SCAQMD–County Representative
Dave Swerdlin, TCAs
Owen Holmes, University Representative
Kristine Thalman, Private Sector

II. OATH OF OFFICE

(Clerk of the Board)

An oath of office will be administered to members and alternates present who are joining the OCCOG Board of Directors.

- cities**
Aliso Viejo
Anaheim
Brea
Buena Park
Costa Mesa
Cypress
Dana Point
Fountain Valley
Fullerton
Garden Grove
Huntington Beach
Irvine
La Habra
La Palma
Laguna Beach
Laguna Hills
Laguna Niguel
Laguna Woods
Lake Forest
Los Alamitos
Mission Viejo
Newport Beach
Orange
Placentia
Rancho Santa Margarita
San Clemente
San Juan Capistrano
Santa Ana
Seal Beach
Stanton
Tustin
Villa Park
Westminster
Yorba Linda
County of Orange

- agencies**
Costa Mesa Sanitary District
El Toro Water District
Emerald Bay Service District
Irvine Ranch Water District
Los Aliso Water District
Mesa Consolidated Water District
Moulton Niguel Water District
OC Fire Authority
OC Sanitation District
OC Transportation Authority
OC Water District
Placentia Library District
Rossmoor/Los Alamitos Area Sewer District
Serrano Water District
Silverado-Modjeska Parks & Recreation District
South Coast Water District
Trabuco Canyon Water District
Transportation Corridor Agencies

III. PUBLIC COMMENTS

At this time members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors which are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

Any person wishing to address the Board on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the Clerk of the Board prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the Board of Directors in writing and only pertinent points presented orally.

IV. CONSENT CALENDAR

All matters listed under the Consent Calendar are routine and will be enacted by one vote without separate discussion unless Members of the Board, the public, or staff request specific items be removed from the Consent Calendar for separate action or discussion.

- | | | | |
|----|---|----------------------------------|----|
| A. | Minutes from March 24, 2005 | (Clerk of the Board) | 05 |
| | <i>Recommended Action:</i> Approve minutes. | | |
| B. | Report on the OCCOG TAC | (Tracy Sato,
OCCOG TAC Chair) | 11 |
| | <i>Recommended Action:</i> Receive report. | | |
| C. | Air Quality Report | (Annabel Cook) | 17 |
| | <i>Recommended Action:</i> Receive report. | | |

V. ACTION ITEMS

- | | | | |
|----|---|----------------|----|
| A. | OCCOG Appointment to the SANDAG Borders Committee | (Annabel Cook) | 21 |
| | <i>Recommended Action:</i> Appoint OCCOG Board Member Debbie Cook to represent OCCOG on the SANDAG Borders Committee. | | |
| B. | Adoption of Resolution No. 05-01 | (Annabel Cook) | 25 |
| | A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, Commemorating the 40th Anniversary of the Southern California Association of Governments. | | |
| | <i>Recommended Action:</i> Adopt Resolution 05-01-
A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, Commemorating the 40 th Anniversary of the Southern California Association of Governments. | | |

C. Adoption of Resolution No. 05-02 (Annabel Cook)

A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, to Authorize Michael Gold to Receive Funds, Execute Agreements and Sign Invoices for the Reduce Orange County Congestion (ROCC) Program.

Recommended Action: Adopt Resolution 05-02-
A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, to Authorize Michael Gold to Receive Funds, Execute Agreements and Sign Invoices for the Reduce Orange County Congestion (ROCC) Program.

VI. PRESENTATIONS

A. Regional Goods Movement (Vice-Chair Art Brown, 33
Chair, SCAG Goods
Movement Task Force/
Nancy Pfeffer, SCAG)

Recommended Action: Receive report.

B. Air Quality Impacts of Goods Movement (Peter Greewald, 59
Senior Policy Advisor
SCAQMD)

Recommended Action: Receive report.

VII. REPORTS

A. Report on Federal Advocacy (Chair Dixon) 61

Recommended Action: Receive and file.

B. Report on Measure M Extension (Ellen Burton, OCTA) 63

Recommended Action: Receive and file.

C. Report on OCCOG Housing Summit (Annabel Cook) 65

Recommended Action: Receive and file.

D. Report from OCCOG Chair (Chair Dixon) 73

Recommended Action: Receive and file.

VIII. MATTERS FROM BOARD MEMBERS (Chair Dixon)

IX. MATTERS FROM MEMBER AGENCIES (Chair Dixon)

X. MATTERS FROM STAFF (Chair Dixon)

XI. ADJOURNMENT

Next Meeting: Thursday, May 26, 2005

ORANGE COUNTY
COUNCIL OF GOVERNMENTS

MINUTES OF A REGULAR MEETING OF THE
ORANGE COUNTY
COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS

HELD

March 24, 2005

A regular meeting of the Orange County Council of Governments was called to order at 9:05 a.m. by Chair Richard Dixon at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Bone.

I. CALL TO ORDER / ROLL CALL

Roll was taken by the Clerk of the Board.

PRESENT:

Richard Dixon, Chair, District 13
Art Brown, Vice-Chair, District 21
Tod Ridgeway, District 14
Gus Ayer, District 15
Lou Bone, District 17
Marilyn Poe, District 20
John Beauman, District 22
Keith Bohr (Alternate), District 64
Bob Ring, Cities At-Large
Phil Anthony, ISDOC
Peter Herzog, OCD, LOCC
Jim Ferryman, OCSD
Cathy Green, OCTA
Dave Swerdlin, TCAs

ABSENT:

Cathryn DeYoung, District 12
Robert Hernandez, District 19
Bill Campbell, County At-Large
Chris Norby, SCAG – County Rep.
Miguel Pulido, SCAQMD – Cities Rep.
Jim Silva, SCAQMD – County Rep.
Owen Holmes, University Representative

VACANT:

District 16
District 18

II. OATH OF OFFICE

The Clerk of the Board administered the oath of office to Keith Bohr, District 64 Alternate, and Bob Ring, Cities At-Large.

III. PUBLIC COMMENTS

There were no public comments.

IV. CONSENT CALENDAR

It was moved by Chair Brown and seconded by Board Member Bone, to approve Consent Calendar Items A-C. The motion carried unanimously, with Board Members DeYoung, Hernandez, Campbell, Norby, Pulido, Silva, Thalman and Holmes absent from the meeting.

A. Minutes from February 24, 2005

Action: Approved minutes as submitted, with Board Member Poe abstaining due to her absence from the meeting.

B. Report on the OCCOG TAC

Action: Received report.

C. Air Quality Report

Action: Received report.

V. PRESENTATIONS

A. National Park Service's San Gabriel Watershed Special Resource Study

Action: Received report.

Martha Crusius, Project Manager for the National Park Service, will provide a presentation regarding the San Gabriel Watershed and Mountains Special Resource Study, which will determine if any land in this area is eligible to be designated a part of the national park system. The study will call for local community involvement in the evaluation and potential designation.

VI. REPORTS

A. Report on Federal Advocacy

Action: Receive and file.

Chair Richard Dixon provided a report regarding OCCOG's federal advocacy efforts.

B. Report on Measure M Extension

Action: Receive and file.

Ellen Burton, OCTA Executive Director of External Affairs, provided a Powerpoint presentation and update regarding the process and strategies for extending Measure M, Orange County's half-cent sales tax for transportation improvements approved by the voters in 1990 and set to expire in 2011.

C. Report on OCCOG Housing Summit

Action: Receive and file.

Annabel Cook provided a report on the OCCOG Housing Summit which will be held on May 16, 2005 at the Anaheim Convention Center.

D. Update on the Rivers and Mountains Conservancy

Action: Receive and file.

Matthew Henkes gave an update regarding the Rivers and Mountains Conservancy and the deadline for project applications.

E. Report from OCCOG Chair

Action: Receive and file.

Chair Dixon reminded members of the importance of appointing alternates.

VII. MATTERS FROM BOARD MEMBERS

1. Board Member Herzog raised issues related to both the SCAQMD and CARB guidance documents regarding on air quality and land use.
2. Board Member Brown announced that MetroLink would be providing free train service in honor of its 11th Anniversary.

VIII. MATTERS FROM MEMBER AGENCIES

No matters were discussed.

IX. MATTERS FROM STAFF

No matters were discussed.

000009

X. ADJOURNMENT

Chair Dixon adjourned the meeting at 11:55 a.m. to the next regular meeting, to be held on Thursday, April 28, 2005, beginning at 9:00 a.m., at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

CHAIR OF THE ORANGE COUNTY COUNCIL OF
GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

CLERK OF THE BOARD



April 19, 2005

CHAIR
SUSAN WILSON
Representative of
General Public

TO: Affected Agencies
Interested Parties

VICE CHAIR
ROBERT BOUER
Councilmember
City of Laguna Woods

FROM: Executive Officer *BK for JC*

BILL CAMPBELL
Supervisor
Third District

SUBJECT: LAFCO Filing and Processing Fees

PETER HERZOG
Councilmember
City of Lake Forest

At its April 13th 2005 regular meeting, the Orange County LAFCO Commission reviewed a proposed revision to the *Orange County LAFCO Schedule of Filing and Processing Fees* and directed staff to send the proposed revision to affected agencies and interested parties for review. The proposed revision is scheduled for the May 10th LAFCO hearing.

ARLENE SCHAFFER
Director
Costa Mesa
Sanitary District

Overall fees have generally been kept at the same levels as adopted by the Commission in 2000. However, the proposed revision includes a change in from acreage-based fees to a time/materials deposit system. If approved, initial LAFCO fees would consist of two components – a non-refundable administrative charge and a deposit. The administrative charge would cover costs associated with administrative duties such as opening files, filings and other costs. The deposit would be used for the cost of staff time spent directly on each project.

TOM WILSON
Supervisor
District

JOHN WITHERS
Director
Irvine Ranch Water District

A copy of the April 13, 2005 staff report which includes the proposed revisions to LAFCO fees is attached. Please return any comments to Orange County LAFCO by 5:00 pm on Monday May 8th. If you have questions, please call Joyce Crosthwaite at (714) 834-2556.

ALTERNATE
PATSY MARSHALL
Councilmember
City of Buena Park

ALTERNATE
RHONDA MCCUNE
Representative of
General Public

ALTERNATE
JAMES W. SILVA
Supervisor
Second District

ALTERNATE
CHARLEY WILSON
Director
Santa Margarita
Water District

JOYCE CROSTHWAITE
Executive Officer

LOCAL AGENCY FORMATION COMMISSION

ORANGE COUNTY



April 13, 2005

TO: Local Agency Formation Commission

FROM: Executive Officer

SUBJECT: 2005 Update to LAFCO Schedule of Filing and Processing Fees

CHAIR
SUSAN WILSON
 Representative of
 General Public

VICE CHAIR
ROBERT BOUER
 Councilmember
 City of Laguna Woods

BILL CAMPBELL
 Supervisor
 Third District

PETER HERZOG
 Councilmember
 City of Lake Forest

ARLENE SCHAFER
 Director
 Costa Mesa
 Sanitary District

TOM WILSON
 Supervisor
 Fifth District

JOHN WITHERS
 Director
 Irvine Ranch Water District

ALTERNATE
PATSY MARSHALL
 Councilmember
 City of Buena Park

ALTERNATE
RHONDA MCCUNE
 Representative of
 General Public

ALTERNATE
JAMES W. SILVA
 Supervisor
 Second District

ALTERNATE
CHARLEY WILSON
 Director
 Santa Margarita
 Water District

JOYCE CROSTHWAITE
 Executive Officer

At its April 12, 2000 regular meeting, the Commission adopted an update to the *Orange County LAFCO Schedule of Filing and Processing Fees*. Prior to the update in 2000, the Commission had updated its fee schedule in 1998, in 1996, and in 1995. The 2000 fee schedule update included a requirement that staff bring the fee schedule back to the Commission every two years. It has been five years since the fee schedule was last reviewed, and staff is returning with proposed revisions.

The Cortese-Knox-Hertzberg Act (Government Code Section §56383) allows LAFCOs to establish a schedule of fees but adds that:

The schedule of fees shall not exceed the estimated reasonable cost of providing the service for which the fee is charged...

Currently LAFCO's fees are based on the acreage involved in the project. There have been several court cases State-wide which challenged acreage or valuation based fee schedules. While the State Supreme Court has decided to consider the issue, most public agencies, including many other LAFCOs, have changed to a fee schedule based on direct time and materials charged against deposits. Your staff is recommending that Orange County LAFCO change the basis of the fee structure from acreage-based to one based on a time/materials deposit system.

With the proposed revision, fees would consist of two components – a non-refundable administrative charge and an initial deposit. The administrative charge would cover costs associated with administrative duties such as opening files, filings and other costs. The deposit would be used for the cost of staff time spent directly on each project. LAFCO staff have been tracking time and costs associated with specific projects since November of 2004. In order for applicants to more accurately predict costs, a fully burdened, composite hourly rate for LAFCO staff has been developed.

LAFCO Fee Schedule
April 13, 2005
Page 2 of 2

If the project is complicated, and the initial deposit is fully expended, applicants would be required to deposit additional funds. Unused monies from the deposit would be returned encouraging applicants to submit more complete applications to reduce costs.

Overall fees have generally been kept at the same levels as adopted by the Commission in 2000 with a few exceptions. A smaller deposit would be required for changes of organization (previously listed as annexations and detachments) that do not require Conducting Authority proceedings and for sphere of influence updates filed with another proposal since these require less staff time to analyze.

Some new fees have been added. One cost that has increased significantly over the previous years has been the cost of public noticing. Under the draft *Fee Schedule*, applicants would be responsible for the actual cost of public noticing. LAFCO also occasionally receives requests for an extension of time to complete proceedings and this has also been added. Finally fees for a request to complete a municipal service review (MSR) or sphere of influence (SOI) update have also been added. However, this would be applied only if the MSR or SOI requested was not scheduled as part of the Orange County LAFCO MSR/SOI program.

Government Code Section 66016 requires LAFCO to hold a public meeting prior to an increase in fees or service charge. In the past, LAFCO has also distributed proposed changes to the fee schedule to affected agencies for review and comment prior to adoption by the Commission.

RECOMMENDATION

Staff recommends that the Commission:

1. Direct staff to circulate the attached *Draft Orange County LAFCO Schedule of Filing and Processing Fees* to all affected agencies and interested individuals for a 20-day review period and return to the Commission with the *Draft Update* and comments at the May 11, 2005 regular meeting.

Respectfully submitted,


JOYCE CROSTHWAITE

Attachment: Draft Fee Schedule

Draft 2005
ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION
SCHEDULE OF FILING AND PROCESSING FEES
Effective _____

LEGAL AUTHORITY: Adopted by Resolution
(Govt Code Section 56383)

PROVISIONS

1. Each application or petition to LAFCO must be accompanied by payment of the Administrative Fee and the Initial Deposit set forth below. All LAFCO staff time and legal counsel time spent on the proposal shall be billed to the applicant or petitioner at the hourly rates set forth below, and shall be paid from the deposit. If the hourly charges exceed the amount of the deposit, the applicant or petitioner shall pay the excess within 15 days of receipt of a statement from LAFCO. Failure to pay may be cause for denial of the application/petition, and no proceeding or proposal shall be completed until all fees due have been paid in full.

The Executive Officer may require an additional deposit from applicants to cover actual costs for review and processing of any application where the Executive Officer determines the project is extraordinary in scope and that the processing of the proposal will require advice and counsel from LAFCO's General Counsel beyond routine review of the Executive Officer's report, Commission resolutions, and agenda materials.

2. Written appeal of the fees and/or deposits for staff time, specifying the reason for the appeal, may be submitted to LAFCO prior to submission of an application or prior to submission of additional funds. The appeal will be considered at the next regular meeting of the Commission.
3. The Executive Officer may waive the fees and/or deposits for additional staff time for any proposal submitted if recommended by the LAFCO Commission.
4. As a condition of approval of any change of organization ,sphere of influence or municipal service review by the Local Agency Formation Commission (LAFCO), the applicant(s) and real party(ies) in interest are required to defend, indemnify, hold harmless, and release LAFCO and its agents, officers, attorneys, and employees from any claim, action, or proceeding against LAFCO, and its agents, officers, attorneys, and employees to attack, set aside, void, or annul the approval of LAFCO concerning the proposal or any action relating to, or arising out of, such approval. In accordance with the Commission's Policy for Indemnification of LAFCO by Applicants (adopted March 8, 2000), the applicant(s) and real party (ies) in interest are required to submit a signed indemnification agreement as part of the application.

5. LAFCO reserves the right to require reimbursement for additional expenses not listed but incurred as a result of processing a proposal.
6. Where the Commission approves an out-of-agency service agreement and an application for the jurisdictional change is filed within one year of the out-of-agency service agreement being approved by the Commission, the LAFCO fee for that jurisdictional change shall be reduced by 50%. After one year from LAFCO approval of the out-of-agency service agreement, the applicant will be required to pay the full application processing fee.

ORANGE COUNTY LAFCO FEE SCHEDULE

TYPE OF ACTION	ADMINISTRATIVE FEE (non refundable)	INITIAL DEPOSIT REQUIRED	TOTAL INITIAL PAYMENT
Changes of Organization Not Requiring Conducting Authority Proceedings	\$1,600	\$1,600	\$3,200
Changes of Organization Requiring Conducting Authority Proceedings	\$1,600	\$3,000	\$4,600
Reorganizations	\$1,600	\$6,300	\$7,900
Sphere of Influence (filed with another change of organization)	\$1,000	\$1,000	\$2,000
Sphere of Influence (filed separately)	\$1,600	\$3,000	\$4,600
District Formations	\$1,600	\$6,300	\$7,900
District Dissolutions, Mergers, Consolidations and Establishment of a Subsidiary District	\$1,600	\$3,000	\$4,600
City Incorporations/Dis-incorporations	\$2,000	\$6,300	\$8,300
Out-of Agency Service Agreements	\$1,600	\$3,000	\$4,600
Activation of Latent Powers	\$1,600	\$2,300	\$3,900

TYPE OF ACTION	ADMINISTRATIVE FEE (non refundable)	INITIAL DEPOSIT REQUIRED	TOTAL INITIAL PAYMENT
Request for Extension of Time to Complete Proceedings	\$500	\$500	\$1,000
Request for Reconsideration	\$1,600	\$1,600	\$3,200
Request for Municipal Service Review and/or Sphere of Influence Update	\$1,600	\$6,300	\$7,900
Public Noticing and Publication Costs	\$100	Actual Cost (Based on noticing required by Government Code Section §56661)	
Reproduction and Faxing Costs	\$0.25 per page Audio Tape \$15.00		
Overnight Service	Actual Costs		
Agenda Packet (specific meeting)	Actual cost of reproductions @ \$0.25 per page		
Agenda Packet (subscription)	\$250/year (hard copy)		
State Board of Equalization Fees	Actual costs. (Payable to the State Board of Equalization and based on their latest fee schedule. LAFCO collects prior to filing of proposal)		
Compliance with California Environmental Quality Act	Actual Costs (May include LAFCO staff time to prepare environmental documentation, actual consultant costs and appropriate filing fees)		
California State Controller Costs	Actual Costs (Payable to the State Board of Equalization based on their latest fee schedule. LAFCO collects prior to submittal to State Board of Equalization)		
Special Legal Counsel and other Legal Defense Costs	Actual Costs		
Consultants	Actual Cost		

LAFCO TIME BILLING RATES

LAFCO Staff Composite Rate	\$95/hour
LAFCO Legal Counsel	\$150/hour



Orange County

Local Agency Formation Commission

April 19, 2005

CHAIR
ARLENE SCHAFFER
DIRECTOR
COSTA MESA
SANITARY DISTRICT

Elizabeth D. Minter, Library Director
Placentia Library District of Orange County
411 East Chapman Avenue
Placentia, CA 92870-6198

VICE CHAIR
CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

Subject: Proposed LAFCO Budget

RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

Dear Ms. Minter:

PETER HERZOG
COUNCILMAN
CITY OF LAKE FOREST

On April 13, 2005, Orange County LAFCO adopted a proposed three-year budget for Fiscal Years (FY) 2005-06, 2006-07 and 2007-08. This is the first time that LAFCO has adopted a multi-year budget. This approach allows staff to tie agency resources to specific Commission priorities and provides certainty for our funding agencies – the County, cities and independent special districts - regarding future contribution increases. The proposed budget is included for your review and comment as Attachment 1. While the law requires LAFCO to adopt a final budget no later than June 15, 2005, the final budget for FY 2005-06 is scheduled for the May 18th Commission meeting.

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

THOMAS W. WILSON
SUPERVISOR
FIFTH DISTRICT

For the last four fiscal years, LAFCO has maintained a static budget, with contributions from our funding agencies held constant. As indicated in a letter sent to your agency during last year's budget cycle, FY 2004-05 would be the last year that LAFCO could continue to operate effectively without a funding increase. LAFCO has taken significant steps to cut costs, including the elimination of a Senior Project Manager position, cutbacks in consulting contracts, and reductions in employee benefits. We have reached a point, however, where a budget increase is necessary to support current LAFCO operations and staffing.

IAN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

ALTERNATE
ROBERT BOUER
MAYOR
CITY OF LAGUNA WOODS

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
JAMES W. SILVA
SUPERVISOR
SECOND DISTRICT

The proposed FY 2005-06, 2006-07 and 2007-08 budget proposes a six percent (6%) increase for the next three fiscal years. However the Commission will still adopt budgets for each FY by June 15th in order to ensure that costs are kept as low as possible and to reflect any changes in staffing or responsibilities. Attachments 2 and 3 identify the individual city and district costs, using the allocation formulas previously adopted by the Independent Special Districts of Orange County and the Orange County League of Cities, and compares FY 2004-2005 costs with the proposed FY 2005-2006 costs. Attachments 4 and 5 illustrate how the allocation formulas are applied to each city and independent special district.

ALTERNATE
CHARLEY WILSON
DIRECTOR
SANTA MARGARITA
WATER DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

April 19, 2005
RE: LAFCO Budget
Page 2

Please review the attached budget and funding agency allocations, and provide me with any comments no later than May 2, 2005. If you have questions regarding this issue, please feel free to contact me at (714) 834-2556 or by email at baldrich@orange.lafco.ca.gov.

Sincerely,



Bob Aldrich
Assistant Executive Officer

Attachments

1. Proposed LAFCO 3-year budget
2. Proposed FY 05-06 city allocations
3. Proposed FY 05-06 district allocations
4. City allocation cost formula
5. District allocation cost formula

**Local Agency Formation Commission
Proposed Three Year Budget
Fiscal Years Ending June 30, 2006, 2007, and 2008**

		FY 04/05	FY 05/06	FY 06/07	FY 07/08
		Projected	Proposed	Proposed	Proposed
		Actual	Budget	Budget	Budget
Revenues:					
4000	LAFCO Apportionment	\$ 930,920	986,775	1,045,982	1,108,741
4050	Application Fees	20,000	18,000	16,000	16,000
4200	Interest	14,000	14,000	14,000	14,000
Total Revenues		<u>964,920</u>	<u>1,018,775</u>	<u>1,075,982</u>	<u>1,138,741</u>
Expenditures:					
	Salaries	523,191	516,164	552,295	575,786
	Retirement	85,492	99,615	109,911	121,002
5108	Health Insurance	45,084	48,384	49,836	51,330
5110	Dental Insurance	4,150	5,488	5,488	5,488
5112	Life Insurance	1,011	1,102	1,307	1,363
5114	Worker's Comp	5,232	4,240	4,240	4,240
5116	Medicare	5,105	7,484	7,900	8,233
5118	Unemployment Ins	794	774	817	852
5120	Salary Continuance	2,335	2,708	3,214	3,350
5122	Acc Death Ins	174	138	163	170
5124	Other Insurance	725	725	725	725
5102	Optional Benefit Plan	15,500	15,500	15,500	15,500
Salaries and Benefits		<u>688,793</u>	<u>702,322</u>	<u>751,396</u>	<u>788,039</u>
5151	Telephone	5,685	5,700	5,871	6,047
5200	County charges	3,495	3,500	3,500	3,500
5250	Insurance	13,043	15,841	16,316	16,805
5301	Repairs and maintenance	4,453	4,300	4,429	4,562
5350	Membership/Subscriptions	10,200	10,000	10,000	10,000
5400	Municipal Service Reviews	71,046	68,000	68,000	68,000
5450	Office Supplies	16,964	18,000	18,000	18,000
5475	Office Equipment	2,000	2,000	2,000	2,000
Professional services:					
5510	Legal	52,797	60,000	60,000	60,000
5520	Audit/Accounting	20,717	30,000	30,000	30,000
5530	Human Resources	19,078	10,000	10,000	10,000
5535	Mapping/Archiving	8,884	40,000	20,000	20,000
5550	Investment Admin Fees	363	300	300	300
5600	Public Noticing	5,595	6,000	6,000	6,000
5625	Postage	2,126	2,200	2,266	2,330
5650	Office Lease	22,545	31,845	32,796	33,790
5675	Equipment Leases	8,268	8,681	9,115	9,500
5700	Special Dept Exp	15,338	25,000	25,000	25,000
5800	Travel	14,824	25,000	25,000	25,000
5850	Meetings/Conferences	8,053	8,100	8,200	8,300
Subtotal Services & Supplies		<u>305,474</u>	<u>374,467</u>	<u>356,793</u>	<u>359,134</u>
Total Expenditures		<u>994,267</u>	<u>1,076,789</u>	<u>1,108,189</u>	<u>1,147,173</u>
Budget deficit		(29,347)	(58,014)	(32,207)	(8,432)
Other sources (uses)					
Prior years' cumulative budget carryover of \$140,000		104,347	35,653	-	-
Funding of litigation reserve		(75,000)	-	-	-
Transfer of completed special project balances of \$63,000		-	22,361	32,207	8,432
Net revenues over expenditures		<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>-</u>

DRAFT LAFCO BUDGET FY 2005-2006 City Allocations

<i>City</i>	<i>2004-2005 City Allocations</i>	<i>2005-06 City Allocations</i>
Aliso Viejo	\$4,667.91	\$4,880.72
Anaheim	\$34,725.36	\$36,724.65
Brea	\$5,003.96	\$5,335.38
Buena Park	\$7,929.51	\$8,283.03
Costa Mesa	\$11,305.16	\$11,897.12
Cypress	\$4,878.72	\$5,155.15
Dana Point	\$3,949.50	\$4,229.44
Fountain Valley	\$6,061.75	\$6,346.29
Fullerton	\$14,185.20	\$15,025.74
Garden Grove	\$16,012.36	\$16,814.65
Huntington Beach	\$19,915.04	\$20,938.34
Irvine	\$21,790	\$24,933.89
Laguna Beach	\$3,394.12	\$3,551.66
Laguna Hills	\$3,746.50	\$3,919.34
Laguna Niguel	\$7,755.38	\$8,133.58
Laguna Woods	\$1,939.53	\$2,030.57
La Habra	\$5,942.84	\$6,227.57
Lake Forest	\$9,076.41	\$9,493.99
La Palma	\$1,569.49	\$1,645.73
Los Alamitos	\$1,745.14	\$1,827.12
Mission Viejo	\$10,766.44	\$11,146.62
Newport Beach	\$11,003.08	\$11,532.54
Orange	\$14,564.26	\$15,430.84
Placentia	\$4,922.00	\$5,200.18
Rancho Santa Margarita	\$6,244.80	\$6,527.61
San Clemente	\$7,953.96	\$8,644.42
San Juan Capistrano	\$5,466.37	\$5,741.25
Santa Ana	\$30,805.03	\$32,341.41
Seal Beach	\$4,017.63	\$4,509.22
Stanton	\$3,424.18	\$3,594.32
Tustin	\$7,328.38	\$7,694.82
Villa Park	\$883.79	\$920.71
Westminster	\$8,676.70	\$9,126.19
Yorba Linda	\$8,655.33	\$9,120.89
TOTALS	\$310,306.00	\$328,925.00

**DRAFT LAFCO BUDGET
(FY 2005-2006)
Independent Special District Allocations**

District	2004-05 LAFCO Cost	2005-06 LAFCO Cost
Surfside Colony Stormwater	\$250	\$250
Surfside Colony CSD	\$250	\$250
Capistrano Bay CSD	\$500	\$500
Rossmoor CSD	\$500	\$500
Silverado-Modjeska Rec. & Park	\$500	\$500
Rossmoor/Los Alamitos Sewer	\$500	\$500
Three Arch Bay CSD	\$1,000	\$1,000
Placentia Library	\$1,000	\$1,000
Buena Park Library	\$2,000	\$2,000
Orange County Vector Control	N/A	\$2,000
Orange County Cemetery	N/A	\$2,000
Emerald Bay CSD	\$5,164.70	\$5,413.23
Santiago County Water	\$5,164.70	\$5,413.23
Sunset Beach Sanitary	\$5,164.70	\$5,413.23
East Orange County Water	\$11,240.82	\$11,781.73
Midway City Sanitary	\$11,240.82	\$11,781.73
Serrano Water	\$11,240.82	\$11,781.73
Costa Mesa Sanitary	\$11,240.82	\$11,781.73
Trabuco Canyon Water & Sewer	\$11,240.82	\$11,781.73
Yorba Linda Water & Sewer	\$17,013.14	\$17,831.80
South Coast Water & Sewer	\$17,013.14	\$17,831.80
El Toro Water & Sewer	\$23,089.26	\$24,200.30
Mesa Consolidated Water	\$23,089.26	\$24,200.30
Irvine Ranch Water & Sewer	\$30,380.60	\$31,842.50
Moulton Niguel Water & Sewer	\$30,380.60	\$31,842.50
MWDOC Water	\$30,380.60	\$31,842.50
OCWD Water	\$30,380.60	\$31,842.50
Santa Margarita Water & Sewer	\$30,380.60	\$31,842.50
Total	310,306.00	328,925.00

FY 2005-2006
City Allocations

City	2004 Population ¹	Area Sq. Miles ²	2/3rd Allocation Based on Population	%	1/3rd Allocation Based on Sq. Miles	%	Combined City Allocation
Aliso Viejo	44,833	6.9	\$ 3,401.69	1.54%	\$ 1,479.02	1.36%	\$ 4,880.72
Anaheim	343,046	49.9	\$ 26,028.53	11.81%	\$ 10,696.12	9.85%	\$ 36,724.65
Brea	38,960	11.1	\$ 2,956.08	1.34%	\$ 2,379.30	2.19%	\$ 5,335.38
Buena Park	80,634	10.1	\$ 6,118.09	2.78%	\$ 2,164.95	1.99%	\$ 8,283.03
Costa Mesa	113,011	15.5	\$ 8,574.68	3.89%	\$ 3,322.44	3.06%	\$ 11,897.12
Cypress	48,450	6.9	\$ 3,676.13	1.67%	\$ 1,479.02	1.36%	\$ 5,155.15
Dana Point	36,532	6.8	\$ 2,771.86	1.26%	\$ 1,457.59	1.34%	\$ 4,229.44
Fountain Valley	56,521	9.6	\$ 4,288.52	1.95%	\$ 2,057.77	1.90%	\$ 6,346.29
Fullerton	134,187	22.6	\$ 10,181.41	4.62%	\$ 4,844.33	4.46%	\$ 15,025.74
Garden Grove	171,042	17.9	\$ 12,977.77	5.89%	\$ 3,836.88	3.53%	\$ 16,814.65
Huntington Beach	198,835	27.3	\$ 15,086.56	6.85%	\$ 5,851.78	5.39%	\$ 20,938.34
Irvine	171,828	55.5	\$ 13,037.41	5.92%	\$ 11,896.49	10.96%	\$ 24,933.89
Laguna Beach	24,774	7.8	\$ 1,879.72	0.85%	\$ 1,671.94	1.54%	\$ 3,551.66
Laguna Hills	33,010	6.6	\$ 2,504.63	1.14%	\$ 1,414.72	1.30%	\$ 3,919.34
Laguna Niguel	65,669	14.7	\$ 4,982.62	2.26%	\$ 3,150.96	2.90%	\$ 8,133.58
Laguna Woods	18,287	3.0	\$ 1,387.52	0.63%	\$ 643.05	0.59%	\$ 2,030.57
La Habra	61,454	7.3	\$ 4,662.81	2.12%	\$ 1,564.76	1.44%	\$ 6,227.57
Lake Forest	77,666	16.8	\$ 5,892.89	2.67%	\$ 3,601.10	3.32%	\$ 9,493.99
La Palma	16,040	2.0	\$ 1,217.03	0.55%	\$ 428.70	0.39%	\$ 1,645.73
Los Alamitos	11,933	4.3	\$ 905.41	0.41%	\$ 921.71	0.85%	\$ 1,827.12
Mission Viejo	97,752	17.4	\$ 7,416.91	3.37%	\$ 3,729.71	3.44%	\$ 11,146.62
Newport Beach	80,831	25.2	\$ 6,133.03	2.78%	\$ 5,399.50	4.97%	\$ 11,532.54
Orange	136,701	23.6	\$ 10,372.16	4.71%	\$ 5,058.69	4.66%	\$ 15,430.84
Placentia	49,891	6.6	\$ 3,785.47	1.72%	\$ 1,414.72	1.30%	\$ 5,200.18
Rancho Santa Margarita	49,023	13.1	\$ 3,719.61	1.69%	\$ 2,808.00	2.59%	\$ 6,527.61
San Clemente	63,079	18.0	\$ 4,786.10	2.17%	\$ 3,858.32	3.55%	\$ 8,644.42
San Juan Capistrano	35,834	14.1	\$ 2,718.90	1.23%	\$ 3,022.35	2.78%	\$ 5,741.25
Santa Ana	349,123	27.3	\$ 26,489.62	12.02%	\$ 5,851.78	5.39%	\$ 32,341.41
Seal Beach	24,964	12.2	\$ 1,894.14	0.86%	\$ 2,615.08	2.41%	\$ 4,509.22
Stanton	38,614	3.1	\$ 2,929.83	1.33%	\$ 664.49	0.61%	\$ 3,594.32
Tustin	70,339	11.0	\$ 5,336.95	2.42%	\$ 2,357.86	2.17%	\$ 7,694.82
Villa Park	6,202	2.1	\$ 470.58	0.21%	\$ 450.14	0.41%	\$ 920.71
Westminster	91,464	10.2	\$ 6,939.81	3.15%	\$ 2,186.38	2.01%	\$ 9,126.19
Yorba Linda	63,991	19.9	\$ 4,855.30	2.20%	\$ 4,265.59	3.93%	\$ 9,120.89
TOTALS	2,904,520	506.4	\$ 220,379.75	100.00%	\$ 108,545.25	100.00%	\$ 328,925.00

¹ Center for Demographic Research at Cal State Univ. Fullerton
² Orange County Geomatics/Land Information Systems (current to June 30, 2004)

**DRAFT LAFCO BUDGET
(FY 2005-2006)
Independent Special District Allocations**

District	Category	Percent	2005-06 LAFCO Cost
Surfside Colony Stormwater	N-E 1	--	\$250
Surfside Colony CSD	N-E 1	--	\$250
Capistrano Bay CSD	N-E 2	--	\$500
Rossmoor CSD	N-E 2	--	\$500
Silverado-Modjeska Rec. & Park	N-E 2	--	\$500
Rossmoor/Los Alamitos Sewer	N-E 2	--	\$500
Three Arch Bay CSD	N-E 3	--	\$1,000
Placentia Library	N-E 3	--	\$1,000
Buena Park Library	N-E 4	--	\$2,000
Orange County Vector Control	N-E 4		\$2,000
Orange County Cemetery	N-E 4		\$2,000
Emerald Bay CSD	A	1.7	\$5,413.23
Santiago County Water	A	1.7	\$5,413.23
Sunset Beach Sanitary	A	1.7	\$5,413.23
East Orange County Water	B	3.7	\$11,781.73
Midway City Sanitary	B	3.7	\$11,781.73
Serrano Water	B	3.7	\$11,781.73
Costa Mesa Sanitary	C	5.6	\$11,781.73
Trabuco Canyon Water & Sewer	C	5.6	\$11,781.73
Yorba Linda Water & Sewer	D	7.6	\$17,831.80
South Coast Water & Sewer	D	7.6	\$17,831.80
El Toro Water & Sewer	D	7.6	\$24,200.30
Mesa Consolidated Water	D	7.6	\$24,200.30
Irvine Ranch Water & Sewer	E	10	\$31,842.50
Moulton Niguel Water & Sewer	E	10	\$31,842.50
MWDOC Water	E	10	\$31,842.50
OCWD Water	E	10	\$31,842.50
Santa Margarita Water & Sewer	E	10	\$31,842.50
Total			328,925.00



City of Anaheim
COMMUNITY DEVELOPMENT



April 21, 2005

**VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

Ms. Elizabeth Minter
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

**SUBJECT: Notice of Public Hearing on the Proposed Amendment to the
Redevelopment Plan for the Merged Project Area to Extend the
Effectiveness of the Redevelopment Plan and the Timelimit on
Repayment of Indebtedness**

Dear Ms. Minter:

Under Senate Bill 1096, redevelopment agencies required to make payments to the Educational Revenue Augmentation Fund (ERAF) are permitted to extend the time limit of effectiveness of redevelopment plans by one year and extend the period of effectiveness of indebtedness and receipt of property taxes by one year.

On May 24, 2005, the City Council of the City of Anaheim will conduct a public hearing to consider extending the effectiveness of the constituent redevelopment plans for the Alpha, River Valley and Stadium Subareas of Anaheim's Merged Redevelopment Project (the "Extension"). The Extension will allow the Anaheim Redevelopment Agency ("Agency") to continue the revitalization of blighted areas through increased economic vitality, and increased and improved housing opportunities. In addition, the proposed Extension will allow the Agency to maximize efficiency in the implementation of the Agency's redevelopment program and efforts.

Pursuant to Section 33349(d) of the California Community Redevelopment Law ("CCRL"), the Agency is required to send notices of the public hearing to affected taxing entities. Enclosed please find the notice of the joint public hearing scheduled for May 24, 2005 at 5:30 in the Anaheim City Council Chambers. If you have any questions regarding the proposed Extension or would like to schedule a consultation, please contact Mr. Sergio M. Ramirez, Project Manager at (714) 765-4318.

Sincerely,

Elisa Stipkovich
Executive Director

Enclosure

201 South Anaheim Boulevard, Suite 1003
Anaheim, California 92805

TEL (714) 765-4300
FAX (714) 765-4313

**CITY OF ANAHEIM
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the City Council of the City of Anaheim will hold a public hearing on the date and at the time set forth below to consider and act upon a proposed amendment (the "Amendment") to the Redevelopment Plans for the Merged Project Area (the "Redevelopment Plans") to extend the effectiveness of the constituent redevelopment plans for the Alpha, River Valley, and Stadium Subareas of Anaheim's Merged Redevelopment Project and the time limit on repayment of indebtedness secured by tax increment, as authorized pursuant to Health and Safety Code section 33333.2(d). The proposed Amendment will not expand the Merged Project Area or extend any other time limits contained within the Redevelopment Plans.

The City Council shall consider all evidence and testimony regarding the adoption of the proposed Amendment at the hearing. The Redevelopment Agency will implement the proposed Amendment if, after the public hearing, the City Council approves and adopts the proposed Amendment.

The City Council shall also consider, in conjunction with the proposed Amendment, approval of a Notice of Exemption of the Amendment from the California Environmental Quality Act, Public Resources Code sections 21000 *et seq.* ("CEQA").

All persons having any comments on the proposed Amendment or the exemption thereof from CEQA, may appear before the City Council at the public hearing and show cause why the proposed Amendment should not be adopted. At any time not later than the date and hour set forth below for the hearing, any person or organization may file in writing with the City Clerk of the City of Anaheim a statement of his or her objections to the proposed Amendment. Any person or organization desiring to be heard will be given an opportunity to be heard. At the aforesaid hour, the City Council shall hear all written and oral objections to the proposed Amendment.

Date: May 24, 2005
Time: 5:30 p.m., or soon thereafter as the matter may be heard
Place: Council Chambers
200 South Anaheim Boulevard
Anaheim, California 92805

Further details relating to the proposed Amendment to the Redevelopment Plan including a draft of the proposed Amendment are on file and may be reviewed in the City Clerk's office at the above address, during office hours (8:00 a.m. to 5:00 p.m., Monday-Friday). Further information on the subject matter may also be obtained by contacting Sergio Ramirez, Project Manager at (714) 765-4318.

Dated this 21 day of April, 2005.

By: _____

Publish: May 13, 2005
[10 days prior to hearing]

California State Library
California Library Literacy Services (CLLS)
Fiscal Year 2005-2006

APPLICATION FOR CONTINUING PROGRAMS

Submit three copies to be postmarked by Friday, May 27, 2005 to Attn: Literacy Team, California State Library, PO Box 942837, Sacramento, CA 94237-0001 for mail. Non-postal delivery to 900 N Street, Suite 500, Sacramento, CA 95814. Fax is not acceptable. Questions: 916-653-7743.

1. Applicant: Placentia Library District
2. Address: 411 E. Chapman Ave
Placentia CA 92870
3. Contact name: Jim Roberts
Phone: (714) 524-8408 x 215 Fax: (714) 528-8236 E-Mail: jroberts@placentialibrary.org

Intent to Participate		
(Only programs funded in 2004/05 can apply for 2005/06):		
<u>Programs funded in 2004/05:</u>	<u>Programs applying for in 2005/06:</u>	
<input type="checkbox"/> Adult Literacy Services (ALS)	<input checked="" type="checkbox"/> Applying	<input type="checkbox"/> Not Applying
<input type="checkbox"/> Families for Literacy (FFL)	<input checked="" type="checkbox"/> Applying	<input type="checkbox"/> Not Applying
<input type="checkbox"/> English Language Literacy (ELLI)	<input checked="" type="checkbox"/> Applying	<input type="checkbox"/> Not Applying
<input type="checkbox"/> Mobile Library Literacy Services (MLLS)	<input type="checkbox"/> Applying	<input checked="" type="checkbox"/> Not Applying

4. SUMMARY OF YOUR LITERACY SERVICES: (Briefly describe the key elements of your library's literacy service -- what services will you provide? To how many people/families? How many volunteers?, etc. Who are your key collaborators for each service? If you have special program elements, such as prison or health literacy services, describe them as well. Identify any major changes from last year in space provided.) **Please keep your answer to ½ page per service.**

Adult Literacy Services:

The Placentia Library Literacy Services (PLLS) provides free one-to-one tutoring in English for adults. Adults meet once a week with a tutor, and are provided with free workbooks and learning materials. The PLLS recruits parents whose children attend Head Start and adults attending area adult education classes. Many students are walk-ins, as the PLLS has become known in the community as "the" place to come to receive free literacy services.

Any major changes from last year?

The program will continue with the successful format that has been established.

Families for Literacy Program:

The PLLS' FFL program provides tutors for both parents and their children, monthly events for the entire family, and free book give aways. A special component of the FFL Program has been the monthly multicultural events as well as special storytimes and library tours just for FFL families.

Any major changes from last year?

There will not be any major changes to our FFL Program.

English Language and Literacy Intensive (ELLI) Program:

The ELLI program tutors K-6th grade students in area elementary schools. Tutors work with students one to one and in small groups within the classroom, using materials purchased and donated by the PLLS in addition to the school curriculum. ELLI tutors are placed in the classrooms by school administrators and tutor many children enrolled in extended day kindergarten classes (KED) and students in emerging English classes.

Any major changes from last year?

There will be no major changes to our ELLI program.

Mobile Library Literacy Services (formerly LLABS) (if applicable):

NA

Any major changes from last year?

ESL (if applicable):

Any major changes from last year?

Other:

5. How did you determine the local need for the literacy services you provide? (What local sources of data did you use?)

The PLLS serves not only Placentia, but the surrounding cities of Anaheim, Brea, Fullerton, and Yorba Linda. We are the only Library Literacy Service that provides tutors for adults. Each of these cities has a large immigrant population in need of free literacy services. Through our partnerships with the local school district, CBET programs and Even Start, we have been able to target those most in need of literacy services, as well as those who are least able to pay for tutoring.

6. INPUTS: What resources will you use to provide the services described in the coming year?

The Literacy Coordinator and the FFL/ELLI coordinator will give staff support to ensure that services are provided. In addition to the volunteer tutors that we will recruit, the PLLS will continue to use service learners, interns, and Federal Work Study students through our numerous community partnerships. We will have partnerships in FY2005/2006 with Cal State Fullerton, Western State University College of Law, The University of Phoenix, and possibly others, to recruit Federal Work Study staff, interns, and service learners. We will continue our ELLI partnership with the Placentia Yorba Linda Unified School District by providing tutors to local title 1 schools. In that respect, we hope to be able to provide tutoring to an at-risk, underserved segment of our school population.

7. OUTPUTS: How many users will be served, and how many of each service/program will be provided in the coming year?

Learners:
CLC: 150
FFL: 30
ELLI: 300

Tutors:
CLC: 119
FFL: 15
ELLI: 16

TOTAL: 480

TOTAL: 150

8. RECRUITMENT: How will you recruit program participants?

PLLS has potential students walk-in almost every day. In addition, the PLLS has a waiting list of more than 50 adults. In other words, we don't have to recruit students. In fact, in the future, we may stop signing up new students because our waiting list is too long.

9. RECRUITMENT: How will you recruit tutors and other volunteers?

The PLLS will recruit tutors and other volunteers through a variety of media resources such as PSA's, the local community access cable channel, and several newsletters. We will also recruit at local community service organizations, such as the Rotary Club.

10. COMMUNITY RELATIONS: How will you ensure that your community stakeholders (library staff and trustees, mayor, county supervisors, civic organizations, local legislators, etc.) are aware of what the library is doing to address the community literacy issues?

The library staff and Board of Trustees are well aware of community literacy issues because of the size of the program and the daily activity in PLLS and by the monthly literacy reports to the Board that provide details about our adult literacy services, FFL, and ELLI literacy services and programs. The library board of trustees also approves the CLLS application prior to submission. The Literacy Coordinator and the FFL/ELLI coordinator are also involved in several community organizations where literacy and other community issues are addressed. The monthly Board report includes these community partnerships.

11. Projected Budget (forms attached)

California Library Literacy Services Proposed Budget for Fiscal Year 2005/06

List below all private and public funds budgeted for all of your California Library Literacy Services - - Adult Literacy Services, Family Literacy Services, ELLI, MLLS, ESL and Other for Fiscal Year 2005/06.

In order to capture the whole funding picture of your literacy services you can include the funds you use to support your ESL, Reach Out & Read, and other complementary literacy services not funded with State Library funds in the column provided. Understand that those ESL/Other funds will not be included in the matching formula by the California State Library when calculating an award. Also, any funds received from the California State Library, whether State or Federal (such as LSTA) are not eligible for matching. Any funds received from the California State Library, whether State or Federal (such as LSTA) are not eligible for matching. In-kind support such as space, utilities, etc., is also not eligible for matching.

Projected Budget for FY 2005/06 by Program & Supporting Functions								
Placentia Library District	Grand Total		Adult Literacy Services	Family Literacy	ELLI	Mobile Library Literacy	ESL	Other
	State Revenue	Other Revenue						
California Library Literacy Services (California State Library Grant) *	57,236	178,815	37,236	10,000	10,000			
Library/Local Jurisdiction Commitment (City, County, District, Library)			178,815					
California Work Opportunity (CalWorks)		0						
Community Based English Tutoring (CBET)		0						
Community Development Block Grant (CDBG)		0						
County Health/Human Services/Alcohol & Drug (Prop 36)		0						
County Housing Authorities/Departments (CHA)		0						
County Sheriff's Department/Corrections		0						
Donations from Individuals (including Bequests)		0						
Even Start		0						
First Five/Children & Families Commission (Prop 10)		0						
Head Start		0						
Healthy Start		0						
Library Foundations		0						
Library Friends Groups		0						
Local Literacy Councils/Groups		0						
Private/Corporate Foundations (e.g., Verizon)		8,000	2,000	5,000	1,000			
Pro Literacy Worldwide (PLW) (formerly LVA/Laubach)		0						
Service Clubs (e.g., Rotary, Kiwanis)		1,000	1,000					
Special Events Net (fundraisers)		0						
United Way		0						
WIA (Workforce Investment Act) Sec. 225/231		0						
WIA (Workforce Investment Act) EL CIVICS		0						
Other (identify)		0						
Total	57,236	187,815	219,051	15,000	11,000	0		
Grand Total	245,051							187,815

Total eligible for California State Library Match

* Use previous years award amount for planning purposes - CLLS funding formula will determine final amount.

Budget Detail
Proposed for FY 2005/06

Library Name: _____ PI: _____

Instructions:

Please provide additional detail on your budget here to demonstrate how "State," "local jurisdiction" and "other" funds have been allocated. Be sure to exclude funds for activities that are not for the purposes of the California Library Literacy Services Act (e.g. portions of staff time that are not dedicated to literacy services like desk time). State and local funds may NOT include a portion of the Library Director or other library staff who are not providing direct literacy services or for whom literacy oversight is only a small portion of their ongoing responsibilities. Those funds are included in indirect (on this form) and/or in-kind (in the online reporting system).

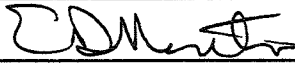
Personnel						
Title	FTE	Benefits Yes/No	State \$ Portion	Local Jurisdiction \$	Other Revenue \$	Total Cost
Literacy Coordinator	1	yes	0	83,312	95,503	178,815
ELLI and FFL Coordinator	1	yes	57,236			57,236
						0
						0
						0
						0
1 Sub-total of Personnel	2		57,236	83,312	95,503	236,051

Contract Services						
Title	FTE	Benefits Yes/No	State \$ Portion	Local Jurisdiction \$	Other Revenue \$	Total Cost
						0
						0
2 Sub-total of Contract Services			0	0	0	0

3 Operations				4,000		4,000
4 Library Materials (circulate)				5,000		5,000
5 Equipment (\$5K+)						0
6 Indirect Costs						0
7 Sub-total of 3-6 above			0	9,000	0	9,000
Grand Total (sub-totals 1, 2, & 7)			57,236	92,312	95,503	245,051

(Grand Total should match grand total on Projected Budget)

Note: Comments can be included as an attachment to this form.

 _____ Library Director's Signature	Elizabeth D. Minter, M.L.S. _____ Library Director's Name (printed)
5/2/2006 _____ Date	

Minimum Standards for California Library Literacy Services

Adult Literacy Services

In order to receive a baseline amount of funding from the California State Library for Adult Literacy Services, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:

1. Yes No Do all the adult learners you report to the State Library meet this Definition of an Adult Learner ? -- For the purposes of qualifying for the per capita award portion of the CLLS funding formula, an adult learner:
 - Is 16 years or older and not concurrently enrolled in high school
 - Seeks literacy services for him/herself in English and is able to do the intake interview in English
 - Has completed an intake interview, has been assessed and is receiving instruction including, but not limited to, one-to-one, small group and/or computer instruction
 - Has established one or more personal literacy goals
 - Does not include someone who requests services from your library but is referred elsewhere

2. Yes No Are "Dedicated staff" specifically assigned to adult literacy services?

3. Yes No Are literacy services provided in a public library setting or, if elsewhere, is a strong connection to the library made?

4. Yes No Does your literacy program employ the following volunteer management practices?:
 - The service recruits and trains volunteers to provide tutoring and other services.
 - After volunteer tutors receive training they are matched or are waiting to be matched with adult learners.
 - Ongoing tutor support services and programs are offered.
 - Volunteer tutors meet regularly with adult learners and report to the library on their progress


5. Yes No While library literacy services may charge a third party, such as a workplace, for services, is your literacy instruction always provided for free to the "end-user," the adult learner or participating family?

6. Yes No Do adult learners go through an initial intake process, which includes screening, assessment and possible referral?

7. Yes No Do adult learners receive regular instruction including but not limited to one-to-one, small group and/or computer instruction , and are they provided on-going support services as needed?

Adult Literacy Minimum 5

8. Yes No Does the library have a method for gathering literacy statistics, undertake periodic, regular student assessment, literacy services evaluation, and the reporting of outcomes utilizing the CLLS "Roles and Goals" process with its adult learners?
9. Yes No Does the library seek community and local government awareness of and support for the program, and have you developed a local commitment of resources for the program's continuation?
10. Yes No Does your literacy staff participate in their regional network (BALIT, CVLLN, NCLC, SCLLN, CSJVLN, etc.)?
11. Yes No Does the library participate in or is in the process of establishing a local adult literacy coalition?
12. Yes No Does the library know its community and the community's literacy needs, and has it designed its literacy services in response to those needs?



Library Director Signature, FY 2005/06

Placentia Library District

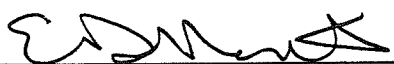
Library Name

Minimum Standards for California Library Literacy Services

Families for Literacy (FFL)

In order to receive a baseline amount of funding from the California State Library for Families for Literacy, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:

1. Yes No Are adult caregivers the primary focus of family literacy instruction? Family Literacy services are offered to prevent illiteracy through coordinated literacy and pre literacy services to families that include illiterate adults and pre-school children. Are all adult caregivers in your family literacy program participants in the library's adult literacy services or in another adult literacy program in the community?
2. Yes No Do volunteer tutors who work with the participating adults receive special training designed to support family literacy concepts and practices?
3. Yes No Do all families served contain at least 1 child under age 5?
4. Yes No Is regular programming provided for the adult and the child together during hours that are convenient for the families?
5. Yes No Is regular programming provided in a public library setting or, if elsewhere, is a strong connection to the library made?
6. Yes No Do literacy and other library staff cooperate, partner and collaborate to assure maximum integration of library services for participating parents and children?
7. Yes No Are there multiple opportunities for participating families to receive free children's books for ownership, as well as other reading materials and incentives?
8. Yes No Are programming activities like storytelling, word games and other exercises designed to promote the enjoyment of reading in adults and children?
9. Yes No Are parents/caregivers given instruction in the use of children's books, in reading aloud to children, in the selection of books on topics such as parenting, childcare, health, nutrition and family life education, and in how to create a literacy-rich environment at home?
10. Yes No Does the library have a method for gathering family literacy statistics, undertake periodic, regular parent assessment, family literacy services evaluation, and the reporting of outcomes utilizing the CLLS "Family Literacy Survey"?
11. Yes No Does the library know its community and the community's family literacy needs, and has it designed literacy services in response to those needs?


Library Director Signature, FY 2005/06

Placentia Library District
Library Name

Minimum Standards for California Library Literacy Services

English Language & Literacy Intensive Program (ELLI)

In order to receive a baseline amount of funding from the California State Library for ELLI, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:

- 1. Yes No Are ELLI participants identified as at-risk school-age children (grades K – 12) whose home language is one other than English?

- 2. Yes No Does ELLI programming include regular meetings of the English language-learning children, their parents, and meetings of the families together at a time and location that is convenient for them?

- 3. Yes No Is regular programming provided in a library setting or, if elsewhere, is a strong connection to the public library made?

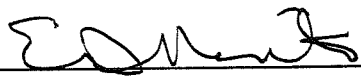
- 4. Yes No Does the service provide instruction to parents on how to navigate the school system and get involved with their child's school as well as other aspects of parenting as needed?

- 5. Yes No Do literacy and other library staff cooperate, partner and collaborate to assure maximum integration of library services for participating parents and children?

- 6. Yes No Are programming activities like storytelling, educational games, tutoring, arts programming and book discussions designed to promote the enjoyment of reading and writing in children and adults?

- 7. Yes No Does the library have a method for gathering ELLI statistics, undertake periodic, regular child and parent assessment, ELLI services evaluation and the reporting of outcomes, including standardized test scores for participating children?

- 8. Yes No Does the library know its community and the community's need for English language literacy services, and has it designed ELLI services in response to those needs?



Library Director Signature, FY 2005/06

Placentia Library District

Library Name

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *EDM*

SUBJECT: **Pension Plan Involuntary Retirement Plan Distributions – Automatic Rollover**

DATE: May 23, 2005

BACKGROUND:

The Placentia Library District is required to file an amendment in accordance with March 28, 2005 changes to forced distribution policy for unresponsive participants with benefits over \$1,000. While the Library District does not provide for these distributions, federal policy requires all employers that offer pension plans to concur with the new forced distribution policy.

RECOMMENDATION:

Ratify, receive, and file Pension Plan Amendment

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Legislative Issues and a Review of the Status of the State Budget and State Library Budget**
DATE: May 23, 2005

BACKGROUND

The recent Legislative Alerts from the California Library Association (CLA) Legislative Committee are contained in Agenda Item 24.

No additional information has been received at the time of the preparation of this report. Any updated information will be presented at the Board Meeting.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Strategic Planning
DATE: May 23, 2005

BACKGROUND

The Strategic Planning Workshop is scheduled for Friday, July 15, 2005 at the Kellogg West Conference Center at Cal Poly Pomona. The workshop facilitator will be Susan Berk. Wendy Goodson and I visited the facility on April 27 and reviewed the room, meal and refreshment arrangements.

The Library Board and a representative from both the Friends and Foundation will meet with Ms. Berk at a Library Board Worksession prior to the Library Board Meeting on May 23 to finalize the agenda for the Workshop.

Staff is recommending that the Library Board provide transportation from the Civic Center Parking Lot to Cal Poly Pomona at 8:00 A.M. on Friday, July 15 at a cost not to exceed \$350. The return trip will be made at the end of the workshop. Since the trip will be made in both directions during rush hour using a bus will ensure use of the car pool lanes and everyone will arrive together. Also, since the directions to Kellogg West are slightly confusing and the signage at the entrance to the facility is inadequate no one will need to be concerned about getting lost or delayed. (The City bus holds only 20 and is not available to us on July 15.)

RECOMMENDATION

1. Authorize the Library Director to make transportation arrangements for the July 15 Strategic Planning Workshop between the Placentia Civic Center Parking Lot and Kellogg West Conference Center at Cal Poly Pomona. *Jan/one*
2. Identify any additional individuals to be invited to participate in the Strategic Planning Workshop.
3. Authorize any additional Strategic Planning activities identified by the Library Board.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Preview of Fiscal Year 2005-2006 Budget
DATE: May 23, 2005

BACKGROUND

Revenue

- 📖 The proposed Fiscal Year 2005-2006 Revenue Estimate is \$1,951,785. The Revenue Estimate is Attachment A.
- 📖 Property tax projections from the Orange County Auditor are not yet available. After talking with several other Finance Directors in the area I decided to use 6% rather than 4% for the property tax increase. This is in line with the estimate provided by the Property Tax Manager in the Orange County Auditor's Office.
- 📖 Passport revenue is calculated on the new average of \$31.50 net revenue per passport (including the factor for photos) at a volume of 6,508 for a total of \$205,000. The history of Passport Revenue (including Photos) is Attachment B.
- 📖 Notary Service will probably begin mid-summer but it was not be factored in to the revenue flow for next year.
- 📖 State Library revenue is estimated to be \$163,472 and is Attachment C. It includes ILL Reimbursement and the California Foundation Funds remaining the same, the Literacy Grant decreasing 10% and \$70,000 for Grants. (Applications for \$48,634 for the LSTA Literacy Grant and \$8,514 for the Staff Education Grant have already been filed and the balance is for State Grants that may become available during the year.) It is really important to lobby as heavily as possible for both Public Library Fund and Transaction Based Reimbursements.
- 📖 I propose that the grant writing contract be continued if it has produced a minimum of \$25,000 by May 31, 2005.

Expenditures

- 📖 The proposed Fiscal Year 2005-2006 Expenditure Estimate is \$1,951,785. Revenues and Expenditures are in Balance. The Expenditure Estimate is Attachment D.

- 📖 The Consumer Price Index for Los Angeles-Riverside-Orange County, CA for Mar 2004 to Mar 2005 showed a 4% increase. The Report is Attachment E. This increase is reflected in the personnel costs for all employees and proposed new hires.
- 📖 The proposed expenditures includes the increase of three FTE positions, two half-time librarians, two half-time clerks and 40 hours per week of page/shelvers. One of the half-time librarian positions is funded by a grant application and that person would not be working outside the Literacy Office. Staff Changes are presented in Attachment F.
- 📖 There was not an adequate balance to fund enough staff to open the Library on Thursday evenings and Fridays. Staff felt very strongly that they need to increase the personnel level for the current hours of service before adding additional hours.
- 📖 The Library Materials (book) budget was increased to reflect the Passport Services revenue.
- 📖 I will talk with the Board at the meeting about funding the conversion to RFID and introducing self-service check-out at the Library Board Meeting.

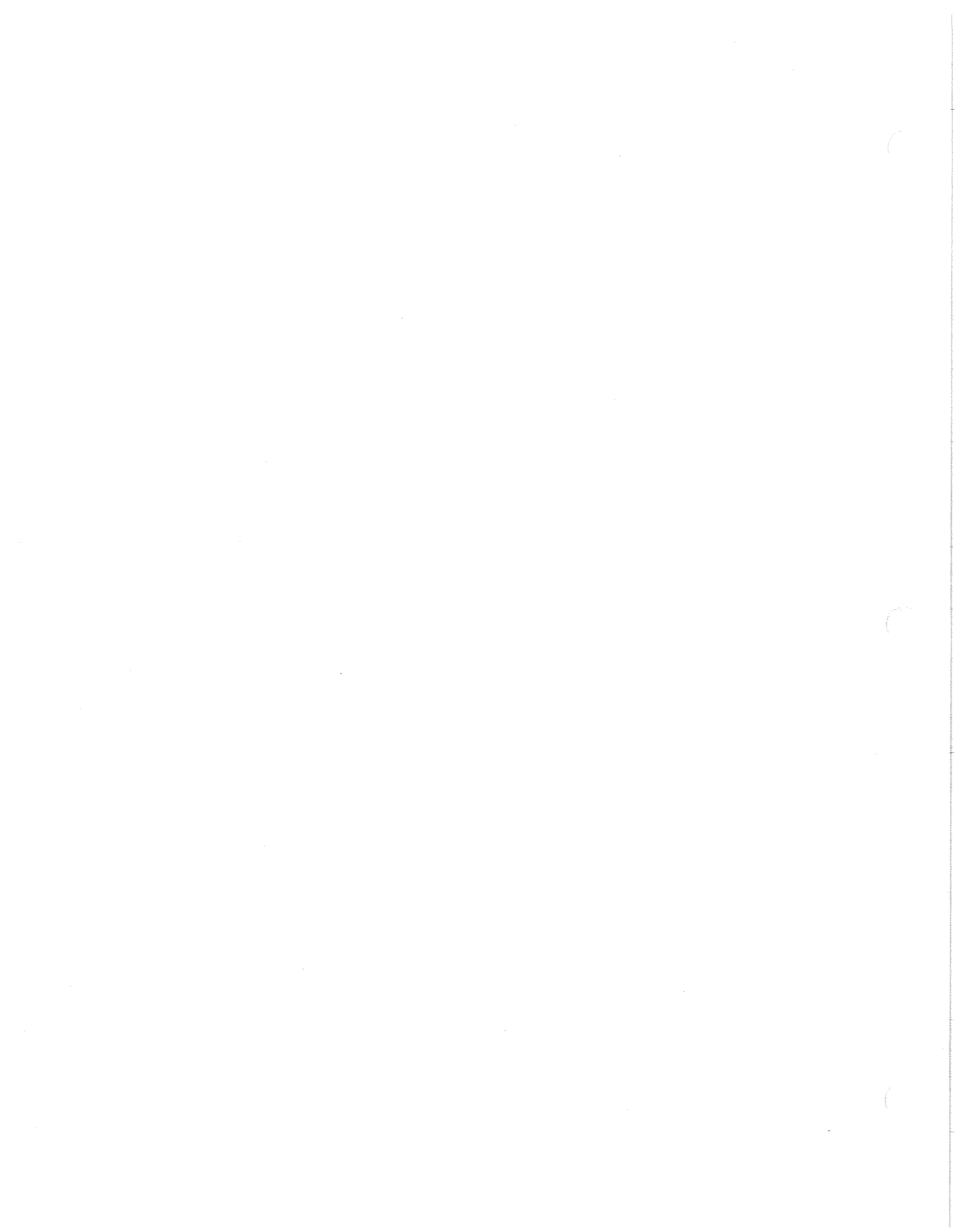
The Fiscal Year Budget will be presented at the June 15, 2005 Library Board Meeting for final adoption and will be set for public hearing at that time. If the Board wishes it could adopt the budget as a first reading at this meeting and set the Public Hearing for the June 15 meeting. If there are no changes to the Fines & Fees Policy it will not need to be included in the Public Hearing.

RECOMMENDATION

Action to be determined by the Library Board of Trustees

Placentia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 2005-2006
May 23, 2005

Object Code	Category	FY1999-00 Actual	FY2000-01 Actual	FY2001-02 Actual	FY2002-03 Actual	FY2003-04 Actual	FY2004-2005 Budgeted	FY2004-2005 YTD Apr	FY2005-2006 Proposed
6210-00	Current Secured	849,522	921,767	995,217	1,072,450	1,163,387	1,234,995	1,151,643	1,333,163
6210-01	Public Utility	25,854	23,111	25,158	22,886	22,598	22,500	11,524	22,500
6210-04	Teeter Plan - Current Delinquent	0	12,334	13,876	14,764	14,296	14,500	12,766	12,500
	SUB-TOTAL CURRENT SECURED	875,376	957,212	1,034,251	1,110,100	1,200,281	1,271,995	1,175,933	1,368,163
6230	Prior Secured	19,936	12,028	12,031	14,166	16,612	13,000	0	13,000
	TOTAL SECURED	895,312	969,240	1,046,282	1,124,266	1,216,893	1,284,995	1,175,933	1,381,163
6220	Current Unsecured	53,807	55,274	56,067	58,450	60,783	61,000	61,149	61,000
6240	Prior Unsecured	936	962	668	785	719	750	0	750
	TOTAL UNSECURED	54,743	56,236	56,734	59,235	61,503	61,750	61,149	61,750
6690	HOMEOWNER	16,224	16,245	16,101	16,339	17,408	17,000	8,609	17,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	966,278	1,041,721	1,119,118	1,199,840	1,295,803	1,363,745	1,245,691	1,459,913
6250	SPECIAL DISTRICT AUGMENTATION	9,782	8,555	9,088	8,224	8,120	4,000	4,060	4,000
6260/6540	PENALTIES/DELINQUENCIES	249	268	0	0	0	0	0	0
6280	SUPPLEMENTAL - CURRENT	33,580	36,813	39,810	48,663	54,711	48,000	61,958	58,000
6300	SUPPLEMENTAL - PRIOR	720	821	1,303	1,364	1,567	1,400	2,035	1,400
6610	INTEREST	20,286	21,191	11,628	8,670	7,096	4,000	9,977	10,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	64,618	67,648	61,829	66,921	71,495	57,400	78,030	73,400
	TOTAL PROPERTY TAX REVENUE	1,030,896	1,109,369	1,180,947	1,266,761	1,367,298	1,421,145	1,323,721	1,533,313
6970	STATE LIBRARY & STATE	142,922	169,318	125,235	242,019	92,378	89,264	111,884	163,472
7130	BANKRUPTCY RECOVERY DISTRIBUTION	36,814	0	0	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS	0	0	0	0	0	0	0	0
7670	LOCAL REVENUE	108,350	80,563	114,603	184,470	232,373	212,000	182,459	255,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	101	0	96	0	10	0	0	0
	TOTAL REVENUE	1,319,082	1,359,249	1,420,881	1,693,250	1,692,060	1,722,409	1,618,064	1,951,785



Placentia Library District
Passport Services
Fiscal Year 2004-2005 Monthly Summary

Fiscal Year 2004-2005 Monthly Summary												
	# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Printing Charge	Passport Photos	Book Budget	Revenue Per Passport	
Jul-04	485	14,550.00	215.55	136.50	352.05	104.00	233.03	0.00	-	14,205.42	29.29	
Aug-04	392	11,760.00	211.75	54.60	266.35	72.00	172.43	412.68	-	11,035.14	28.15	
Sep-04	361	10,830.00	219.45	27.30	246.75	66.00	123.43	259.67	-	10,293.45	28.51	
Oct-04	377	11,310.00	252.70	13.65	266.35	76.00	148.65	0.00	-	10,984.65	29.14	
Nov-04	320	9,600.00	198.45	13.65	212.10	58.00	152.66	0.00	-	9,306.89	29.08	
Dec-04	228	6,840.00	180.95	54.60	235.55	60.00	149.98	0.00	-	6,569.07	28.81	
Jan-05	499	14,970.00	238.70	40.95	279.65	100.00	103.44	0.00	870.00	15,597.86	31.26	175,000.00 Budgeted
Feb-05	482	14,460.00	215.60	81.90	297.50	86.00	198.64	0.00	1,550.00	15,681.76	32.53	150,312.69 YTD
Mar-05	857	25,710.00	338.80	218.40	557.20	138.00	453.03	681.11	1,980.00	26,355.06	30.75	24,687.31 Remainder Year
Apr-05	967	29,010.00	362.27	150.15	512.42	138.00	382.34	0.00	1,880.00	30,283.39	31.32	12,343.66 Remainder per Month
May-05		0.00			0.00			0.00		0.00	#DIV/0!	
Jun-05		0.00			0.00			0.00		0.00	#DIV/0!	
TOTAL	4,968	149,040.00	2,434.22	791.70	3,225.92	898.00	2,117.63	1353.46	6,280.00	150,312.69	30.26	

Fiscal Year 2003-2004 Monthly Summary												
	# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Printing Charge	Passport Photos	Book Budget	Revenue Per Passport	
Jul-03	482	14,460.00	266.00	68.25	334.25	49.00	182.44	396.52	-	13,664.04	28.35	
Aug-03	399	11,970.00	211.75	40.95	252.70	44.00	194.41	0.00	-	11,607.84	29.09	
Sep-03	402	12,060.00	215.00	68.25	283.25	184.00	115.24	583.95	-	11,329.81	28.18	
Oct-03	415	12,450.00	196.95	27.30	224.25	82.00	126.89	32.33	-	12,175.83	29.34	
Nov-03	330	9,900.00	187.20	27.30	214.50	88.00	131.30	0.00	-	9,669.50	29.30	
Dec-03	252	7,560.00	166.15	13.65	179.80	70.00	213.08	0.00	-	7,250.77	28.77	
Jan-04	511	15,330.00	239.07	13.65	252.72	68.00	105.98	0.00	-	15,052.95	29.46	146,000.00 Budgeted
Feb-04	588	17,640.00	240.60	81.90	322.50	104.00	98.17	186.41	-	17,218.82	29.28	187,276.40 YTD
Mar-04	802	24,060.00	325.25	81.90	407.15	122.00	162.89	16.16	-	23,677.70	29.52	(41,276.40) Remainder Year
Apr-04	754	22,620.00	320.07	27.30	347.37	106.00	240.29	0.00	-	22,165.64	29.40	(41,276.40) Remainder per Month
May-04	835	25,050.00	316.80	40.95	357.75	156.00	240.51	0.00	-	24,648.69	29.52	-1423.32 Passports per month
Jun-04	643	19,290.00	285.65	150.15	435.80	84.00	273.54	0.00	-	18,814.81	29.26	
TOTAL	6,413	192,390.00	2,970.49	641.55	3,612.04	1,157.00	2,084.74	1215.37		187,276.40	29.20	

Piacentia Library District
Passport Services
Fiscal Year 2004-2005 Monthly Summary

Fiscal Year 2002-2003 Monthly Summary											
	# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Printing Charge	Book Budget	Revenue Per Passport	
Jul-02	598	8,970.00	264.15	40.95	305.10	59.00		280.99	8,483.86	14.19	
Aug-02	606	11,355.00	267.55	68.25	335.80	74.00	121.87	0.00	11,039.58	18.22	
Sep-02	369	11,070.00	255.17	27.30	282.47	35.00	122.13	0.00	10,727.70	29.07	
Oct-02	300	9,000.00	198.25	54.60	252.85	37.00	119.71	0.00	8,719.04	29.06	
Nov-02	279	8,370.00	157.85	13.65	171.50	41.00	108.18	0.00	8,144.97	29.19	
Dec-02	153	4,590.00	134.75	-	134.75	21.00	114.55	0.00	4,361.70	28.51	
Jan-03	369	11,070.00	214.20	54.60	268.80	49.00	118.26	0.00	10,786.54	29.23	150,000.00 Budgeted
Feb-03	421	12,630.00	188.65	40.95	229.60	47.00	185.30	0.00	12,303.05	29.22	141,245.17 YTD
Mar-03	529	15,870.00	254.70	27.30	282.00	53.00	140.67	0.00	15,527.63	29.35	8,754.83 Remainder Year
Apr-03	542	16,260.00	282.02	27.30	309.32	50.00	204.50	0.00	15,823.48	29.19	4,377.41 Remainder per Month
May-03	566	16,980.00	263.00	54.60	317.60	68.00	152.37	0.00	16,632.63	29.39	11,770.43 Passports per month
Jun-03	636	19,080.00	254.70	54.60	309.30	55.00	185.31	0.00	18,694.99	29.39	
TOTAL	5,368	145,245.00	2,734.99	464.10	3,199.09	589.00	1,572.85	280.99	141,245.17	26.31	

Fiscal Year 2001-2002 Monthly Summary											
	# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Printing Charge	Book Budget	Revenue Per Passport	
Jul-01	401	6,015.00	197.50	99.60	297.10	57.00	65.44	0.00	5,809.06	14.49	
Aug-01	351	5,265.00	217.25	124.50	341.75	37.00	98.98	0.00	4,985.77	14.20	
Sep-01	268	4,020.00	165.90	49.80	215.70	23.00	60.98	0.00	3,816.12	14.24	
Oct-01	317	4,755.00	193.55	136.95	330.50	44.00	57.50	0.00	4,547.95	14.35	
Nov-01	286	4,290.00	186.25	99.60	285.85	30.00	49.47	0.00	4,084.28	14.28	
Dec-01	188	2,820.00	138.25	37.35	175.60	11.00	59.49	0.00	2,633.26	14.01	
Jan-02	501	7,515.00	253.94	49.80	303.74	49.00	16.79	0.00	7,293.27	14.56	85,000.00 Budgeted
Feb-02	424	6,360.00	217.25	50.37	267.62	35.00	57.50	0.00	6,120.25	14.43	81,165.97 YTD
Mar-02	603	9,045.00	280.45	136.95	417.40	51.00	134.49	269.38	8,411.68	13.95	3,834.03 Remainder Year
Apr-02	763	11,445.00	319.95	24.90	344.85	70.00	131.90	0.00	11,063.15	14.50	3,834.03 Remainder per Month
May-02	771	11,565.00	323.90	37.35	361.25	67.00	107.75	0.00	11,200.35	14.53	255.60 Passports per month
Jun-02	774	11,610.00	292.30	49.80	342.10	72.00	188.87	0.00	11,200.83	14.47	
TOTAL	5,647	84,705.00	2,786.49	896.97	3,683.46	546.00	1,029.16	269.38	81,165.97	14.37	

Placencia Library District
Passport Services

Fiscal Year 2004-2005 Monthly Summary

Fiscal Year 2000-2001 Monthly Summary											
	# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Printing Charge	Book Budget	Revenue Per Passport	
Jul-00	311	4,665.00	144.00	70.50	214.50	26.00	64.26	393.99	4,088.75	13.15	
Aug-00	294	4,410.00	144.00	70.50	214.50	33.00	37.93	0.00	4,261.07	14.49	
Sep-00	192	2,880.00	118.40	23.50	141.90	30.00	46.04	0.00	2,745.56	14.30	
Oct-00	229	3,435.00	128.00	11.75	139.75	42.00	63.95	0.00	3,285.05	14.35	
Nov-00	180	2,700.00	123.25	70.50	193.75	13.00	46.53	0.00	2,543.22	14.13	
Dec-00	100	1,500.00	70.40	58.75	129.15	14.00	24.40	0.00	1,419.20	14.19	
Jan-01	225	3,375.00	140.90	12.25	153.15	27.00	49.73	0.00	3,211.37	14.27	
Feb-01	295	4,425.00	150.10	36.75	186.85	23.00	42.89	0.00	4,255.01	14.42	
Mar-01	428	6,420.00	209.75	24.50	234.25	35.00	61.64	0.00	6,183.61	14.45	
Apr-01	501	7,515.00	221.20	24.50	245.70	51.00	78.57	0.00	7,266.23	14.50	
May-01	505	7,575.00	223.45	46.75	270.20	63.00	92.25	0.00	7,322.30	14.50	
Jun-01	442	6,630.00	201.45	24.50	225.95	46.00	15.00	0.00	6,459.55	14.61	
TOTAL	3,702	55,530.00	1,874.90	474.75	2,349.65	403.00	623.19	393.99	53,040.92	14.33	

47,500.00 Budgeted
53,040.92 YTD
(5,540.92) Remainder Year
(5,540.92) Remainder per Month
-381.90 Passports per month

Fiscal Year 1999-2000 Monthly Summary

Fiscal Year 1999-2000 Monthly Summary											
	# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Book Budget	Revenue Per Passport		
Jul-99	154	2,310.00	108.80	82.25	191.05	12.00	15.00	2198.20	14.27		
Aug-99	214	3,210.00	131.20	86.75	217.95	21.00	26.12	3073.68	14.36		
Sep-99	174	2,610.00	115.20	35.25	150.45	6.00	15.57	2485.23	14.28		
Oct-99	185	2,775.00	105.60	23.50	129.10	15.00	29.36	2655.04	14.35		
Nov-99	167	2,505.00	108.80	58.75	167.55	12.00	25.07	2383.13	14.27		
Dec-99	107	1,605.00	86.40	82.25	168.65	9.00	15.00	1512.60	14.14		
Jan-00	312	4,680.00	128.00	70.50	198.50	17.00	15.00	4554.00	14.60		
Feb-00	353	5,295.00	134.40	82.25	216.65	26.00	29.54	5157.06	14.61		
Mar-00	411	6,165.00	174.95	23.50	198.45	28.00	52.08	5965.97	14.52		
Apr-00	339	5,085.00	131.20	-	131.20	17.00	15.00	4955.80	14.62		
May-00	520	7,800.00	173.13	82.25	255.38	37.00	50.67	7613.20	14.64		
Jun-00	477	7,155.00	170.15	70.50	240.65	44.00	64.26	6964.59	14.60		
TOTAL	3,413	51,195.00	1,567.83	697.75	2,265.58	244.00	352.67	49518.50	14.51		

Placentia Library District
Passport Services
Fiscal Year 2004-2005 Monthly Summary

Fiscal Year 1998-1999 Monthly Summary

	# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Book Budget	Revenue Per Passport
Dec-98	37	555.00	51.00	-	51.00	-	12.66	491.34	13.28
Jan-99	115	1,725.00	100.80	45.00	145.80	-	15.00	1609.20	13.99
Feb-99	207	3,105.00	102.40	62.50	164.90	-	15.00	2987.60	14.43
Mar-99	271	4,065.00	131.20	105.75	236.95	-	15.00	3918.80	14.46
Apr-99	250	3,750.00	121.60	23.50	145.10	-	15.00	3613.40	14.45
May-99	288	4,320.00	153.60	35.25	188.85	-	15.00	4151.40	14.41
Jun-99	280	4,200.00	128.00	199.75	327.75	1.00	15.00	4058.00	14.49
TOTAL	1,448	21,720.00	788.60	471.75	1,260.35	1.00	102.66	20829.74	14.39

Passports Processed

	1998-99	1999-00	2000-01	2001-02	2002-03	2003-2004	2004-2005	% Change Prev Yr.
Jul		154	311	401	598	482	485	0.01
Aug		214	294	351	606	399	393	-0.02
Sep		174	192	268	369	402	361	-0.10
Oct		185	229	317	300	415	377	-0.09
Nov		167	180	286	279	330	320	-0.03
Dec	37	107	100	188	154	252	228	-0.10
Jan	115	312	225	501	369	511	499	-0.02
Feb	207	353	295	424	421	588	482	-0.18
Mar	271	411	428	603	529	802	857	0.07
Apr	250	339	501	764	542	754	967	0.28
May	288	520	505	771	566	835	-	-1.00
Jun	280	477	442	774	636	643	-	-1.00
TOTAL	1,448	3,413	3,702	5,648	5,369	6,413	4,969	-0.23
# Prev Yr.		1,965	289	1,946	(279)	1,044		-1.00
% Prev Yr.		135.7%	8.5%	52.6%	-4.9%	19.4%		

Placentia Library District
State Library Reimbursements and Grants
May 23, 2005

FUND	Actual FY1998-99	Actual FY1999-00	Actual FY2000-01	Actual FY2001-02	Actual FY2002-03	Actual FY2003-04	Budgeted FY2004-05	YTD Apr 05 FY2004-05	Proposed FY2005-06
ILL & Direct Loan Reimbursements	6,446	9,889	11,399	13,314	16,432	17,578	14,000	11,771	14,000
CA Foundation Funds	59,146	88,459	88,826	77,328	46,377	23,537	18,000	21,402	21,402
CA Literacy Campaign	8,872	10,390	18,818	19,593	24,725	51,194	51,194	64,191	58,000
Family Literacy Grant	0	0	20,000	10,000	12,060	0	0	0	0
Dept Educ. 321 Grant/ELLI	3,136	6,003	0	0	130,680	0	0	0	0
One-Year Grants/Partnerships for Change	1,000	10,000	5,000	5,000	5,745	0	6,000	14,520	70,000
Miscellaneous State Revenues	0	18,181	25,275	0	0	6,968	70	0	70
TOTAL STATE REVENUE	78,600	142,922	169,318	125,235	236,019	99,277	89,264	111,884	163,472

Placentia Library District
 State Library Transaction Based Reimbursements
 May 23, 2005

	INTERLIBRARY LOAN	DIRECT LOAN	TOTAL
FY2000-2001			
1st quarter	2,579.88	0.00	2,579.88
2nd quarter	2,016.52	0.00	2,016.52
3rd quarter	2,793.66	0.00	2,793.66
4th quarter	2,863.00	0.00	2,863.00
5th payment	1,139.23	0.00	1,139.23
TOTAL	11,392.29	0.00	11,392.29

FY2001-2002			
1st quarter	3,860.33	0.00	3,860.33
2nd quarter	2,253.69	0.00	2,253.69
3rd quarter	3,197.39	0.00	3,197.39
4th quarter	4,194.49	0.00	4,194.49
5th payment		0.00	0.00
TOTAL	13,505.90	0.00	13,505.90

FY2002-2003			
1st quarter	3,904.95	0.00	3,904.95
2nd quarter	3,776.54	0.00	3,776.54
3rd quarter	4,555.78	0.00	4,555.78
4th quarter	4,161.78	0.00	4,161.78
5th payment	2,498.12	0.00	2,498.12
TOTAL	18,897.17	0.00	18,897.17

FY2003-2004			
1st quarter	4,161.78	0.00	4,161.78
2nd quarter	4,006.56	0.00	4,006.56
3rd quarter	3,393.79	0.00	3,393.79
4th quarter	3,517.52	0.00	3,517.52
5th payment	5,214.15	0.00	5,214.15
TOTAL	20,293.80	0.00	20,293.80

FY2004-2005			
1st quarter	3,348.41	0.00	3,348.41
2nd quarter	3,208.66	0.00	3,208.66
3rd quarter	3,854.31	0.00	3,854.31
4th quarter		0.00	0.00
5th payment		0.00	0.00
TOTAL	10,411.38	0.00	10,411.38

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
May 23, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD Apr 30	FY2005-2006 PROPOSED
0100	Salaries & Wages	537,311	623,836	645,313	688,819	680,870	761,117	659,379	892,614
0200	Retirement (Social Security & Pension Contribution)	69,960	84,284	93,990	94,049	84,612	106,841	95,571	114,442
	Health Insurance/Care America	28,006	38,227	41,981	46,765	48,150	83,667	63,278	108,904
	Long Term Disability/CNA	2,028	2,528	2,823	3,148	3,422	4,186	2,646	4,523
	Life Insurance/Fortis & Protective Life	0	2,320	1,862	1,239	2,127	1,814	879	2,495
	Vision/Vision Service Plan	2,430	2,752	3,008	2,275	2,291	2,870	2,132	70
	Dental/Ameritas	5,737	7,369	6,055	6,326	8,319	8,938	7,149	8,381
0300	Total Employee Insurance	38,201	53,196	55,730	59,754	64,309	101,475	76,084	124,373
0310	Unemployment Insurance	0	0	0	394	140	-	7,536	-
0350	Workers Compensation - General	2,754	6,074	11,364	4,335	9,683	13,000	16,713	15,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	648,226	767,390	806,397	847,351	839,613	982,433	855,283	1,146,429
0700-00	Communications - Telephone	2,029	2,109	3,476	1,456	1,484	2,000	2,086	3,000
0700-01	Communications - Modem/Fax/IT/DSL	4,432	5,345	6,818	7,550	8,833	7,800	6,829	8,400
0700-02	Communications - Internet Access	6,600	3,232	1,037	695	-	800	-	-
0700-05	Communications - Brodart Cataloging Access	2,649	3,007	2,225	2,371	2,586	2,700	2,155	2,700
0700-07	Communications - ELLI Grant	0	0	265	250	-	-	-	-
0700-08	Communications - Adult Literacy	412	426	406	1,295	1,106	1,500	1,062	1,400
	Total Communications	16,121	14,119	14,228	13,617	14,009	14,800	12,132	15,500
0900-00	Food - General Fund	43	162	1,253	314	488	350	618	600
0900-07	Food - ELLI Grant	0	0	30	57	-	-	-	-
0900-08	Food - Adult Literacy	154	281	0	155	297	250	365	500
090-009	Food - Family Literacy	0	0	0	162	404	500	-	-
	Total Food	197	443	1,283	688	1,189	1,100	983	1,100
1000-00	Household Expense	4,271	2,375	20,637	3,852	2,600	4,250	4,429	5,000
1100-00	Insurance	6,946	5,069	5,280	7,614	11,120	12,000	11,002	12,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
May 23, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD Apr 30	FY2005-2006 PROPOSED
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	2,037	4,117	1,991	3,494	2,267	3,000	8,108	5,000
1300-01	Maintenance of Equipment - General Fund (Computer)	9,961	11,714	5,490	24,352	46,030	25,000	19,500	25,000
1300-07	Maintenance of Equipment - ELLI Grant	0	0	(5,366)	-	-	-	-	-
1300-08	Maintenance of Equipment - Adult Literacy	0	0	5,366	235	587	500	74	500
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	-	-	-	-	-
	Total Maintenance of Equipment	11,998	15,831	7,481	28,080	48,884	28,500	27,682	30,500
	HVAC								
	Carpet Cleaning	2,105	1,704	2,174	7,135	3,533	7,500	2,823	7,500
	Groundskeeping, City of Placentia	3,074	0	2,806	2,655	523	2,750	2,200	2,750
	Plumbing	31,862	23,002	14,923	25,693	26,025	27,500	22,470	27,500
	Electrical	1,656	1,799	4,725	3,090	3,185	3,000	1,527	3,000
	Cleaning Service	15,520	1,170	2,151	1,442	5,608	4,000	1,005	4,000
	Locksmith	11,400	11,550	13,050	13,200	13,200	16,000	12,600	16,000
	Other (includes fire alarms & seismic retrofit project)	2,041	210	287	1,308	507	1,000	122	1,000
	Total Maintenance of Building & Grounds	1,331	25,806	4,581	5,786	12,944	6,500	1,869	5,000
1400-00		68,988	65,240	44,698	60,308	65,524	68,250	44,615	66,750
1600-00	Memberships - General Fund	3,356	3,569	2,771	1,933	3,742	3,100	3,605	3,750
1600-07	Memberships - ELLI Grant	0	0	0	225	-	-	-	-
1600-08	Memberships - Adult Literacy	150	355	426	515	200	550	910	1,000
1600-09	Memberships - Family Literacy	0	0	0	-	-	-	-	-
	Total Memberships	3,506	3,924	3,197	2,673	3,942	3,650	4,515	4,750
1700-00	Miscellaneous Expense - General Fund	0	0	0	3,545	4,992	-	300	7,740
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	-	-	-	-	-
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	-	-	-	-	22,953
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	-	-	-	-	-
	Total Miscellaneous Expense	0	0	0	3,545	4,992	-	300	30,693

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
May 23, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD, Apr. 30	FY2005-2006 PROPOSED
1800-00	Library Supplies	6,275	8,824	10,755	14,419	13,063	12,000	19,829	15,000
	Printing	8,630	9,262	12,209	11,535	12,071	11,500	12,989	13,000
	EZ Copy - copy cards for sale to patrons	0	0	0	-	-	-	-	-
	Publications	560	821	3,252	1,057	589	1,100	692	1,100
	Paper	1,664	1,694	1,613	678	389	700	536	700
	Drinking Water Service	275	311	289	330	340	350	297	350
	Other Office Supplies	8,408	8,639	13,327	10,210	13,955	10,000	20,428	15,000
	Total Office Supply Expense - General Fund	25,812	29,551	41,444	38,228	40,405	35,650	54,771	45,150
1800-07	Literacy - ELLI Grant	0	0	15,109	2,061	256	500	-	-
1800-08	Printing	784	3,304	2,325	-	2,283	2,000	1,932	2,000
	Publications	874	631	1,730	5,526	2,346	2,500	195	2,500
	Paper	51	0	0	-	-	-	-	-
	Other Office Supplies	543	2,148	4,378	598	-	1,000	653	1,000
	Total Adult Literacy Office Supply Expense	2,252	6,083	8,433	6,124	4,629	5,500	2,780	5,500
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	0	513	608	1,592	1,577	2,000	-	2,000
	Total Office Expense	28,064	36,147	65,594	48,005	46,867	43,650	57,551	52,650
1803-00	Postage Expense - General Fund	4,642	2,437	5,049	4,711	4,284	4,500	5,615	6,000
1803-01	Postage Expense - LSCA II Grant	0	250	536	-	-	-	-	-
1803-08	Postage Expense - Adult Literacy	9	0	42	124	37	100	9	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	272	43	150	-	-
	Total Postage Expense	4,651	2,687	5,628	5,107	4,363	4,750	5,625	6,100

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
May 23, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD Apr 30	FY2005-2006 PROPOSED
	Care Resources (Employee Assistance)	420	420	420	420	385	420	350	420
	Pension Fund Operating & Investment Mgmt. Expenses	6,665	6,558	3,479	6,271	6,672	7,000	5,868	7,000
	Anaheim Library Automated Library System	40,584	43,978	25,219	30,170	32,223	35,000	33,801	35,000
	Library Board Consultants & Legal	0	0	900	-	23,014	10,000	3,884	5,000
	Clipping Service	397	453	453	500	556	504	336	600
	Tax Collection Services & Fees by Orange County & LAFCO	1,386	309	6,499	7,654	7,722	9,500	27,349	12,000
	Advertising (including WEB site)	1,200	787	2,350	3,813	1,980	2,000	1,893	2,500
	Medical Exams	368	315	1,183	1,070	827	1,200	1,120	1,500
	Collection Services - Accounts Receivable	1,862	2,228	2,154	1,862	2,457	2,800	1,465	2,800
	Audit & Accounting Services (Munson, Cronick & Assoc.)	3,775	5,140	5,150	4,885	5,691	8,600	9,200	10,000
	Payroll Preparation	2,622	2,949	3,069	3,895	3,564	3,600	3,818	4,000
	Election Expenses	0	0	0	-	-	15,000	-	-
	Staff Training in Library	0	0	0	3,500	-	3,500	375	3,500
	Other (Includes contract storyteller)	18,151	9,329	25,794	14,255	13,534	15,000	13,236	15,000
1900-00	Total Specialized Services - General Fund	77,430	72,465	76,669	78,293	98,625	114,124	102,694	99,320
1900-01	Specialized Services - Partnerships for Change/Spanish Literacy	0	4,240	12,293	-	3,206	3,000	1,812	3,000
1900-07	Specialized Services - ELLI Grant	0	0	5,271	5,217	-	-	-	-
1900-08	Specialized Services - Adult Literacy	80	8,597	3,782	8,230	4,425	5,000	8,498	9,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	0	0	184	640	1,150	500	-	-
1900-18	Tax Collection Services & Fees by Orange County	8,826	11,939	10,794	12,074	13,768	15,000	13,258	15,000
	Total Specialized Services	86,335	97,240	108,992	104,454	121,174	137,624	126,261	126,320
2000-00	Legal Notices - General Fund	0	458	0	175	192	650	2,576	1,000
2000-01	Legal Notices - LSCA II Grant	0	0	0	-	-	-	-	-
	Total Legal Notices	0	458	0	175	192	650	2,576	1,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
May 23, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD Apr 30	FY2005-2006 PROPOSED
2100-00	Rents/Leases-Equipment	0	0	0	622	703	700	474	700
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	91,373	70,195	101,370	103,680	101,660	105,000	43,544	105,000
2300-00	Small Tools/Instruments	0	0	0	-	-	-	-	-
2400-00	Special Department Expense - Miscellaneous	0	0	48	-	-	-	1,010	-
2400-01	Special Department Expense- Books	73,446	100,821	82,829	71,422	67,404	175,000	74,689	200,000
2400-02	Special Department Expense - Video	1,480	2,544	242	338	4,598	7,415	7,415	-
2400-03	Special Department Expense - Electronic	20,301	23,501	28,698	57,995	47,245	32,954	32,954	-
2400-04	Special Department Expense - Periodicals	19,827	14,765	15,962	8,058	8,197	8,097	8,097	-
2400-05	Special Department Expense - Audio	6,753	7,673	7,476	13,452	12,282	8,311	8,311	-
2400-07	Special Department Expense - ELLI Grant	0	0	78	5,204	816	-	-	-
2400-08	Special Department Expense - Adult Literacy	6,424	4,292	3,724	4,980	2,531	2,000	4,720	2,000
2400-09	Special Department Expense - Family Literacy	0	0	76	1,759	2,941	352	352	-
	Total Special Department Expense	128,232	153,595	139,132	163,208	146,014	177,000	137,549	202,000
2600-00	Transportation/Travel - General	0	0	0	-	-	-	-	-
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,445	1,046	1,673	2,368	4,287	2,500	2,394	7,500
2700-01	Transportation/Travel - Meetings, Staff Local	2,699	3,755	5,983	3,873	3,873	4,500	2,880	4,500
2700-02	Transportation/Travel - Meetings, Board Out of Town	124	582	1,344	1,357	269	1,500	1,119	1,500
2700-03	Transportation/Travel - Meetings, Board Local	477	498	941	611	1,747	750	202	750
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	198	-	-	-	-	-
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0	1,108	951	22	1,000	17	-
2700-08	Transportation/Travel - Meetings - Adult Literacy	936	1,390	1,124	1,025	35	1,000	348	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	635	0	0	259	58	-	25	-
	Total Transportation/Travel - Meetings	6,316	7,270	12,370	10,445	10,291	11,250	6,986	15,250

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006
May 23, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD Apr 30	FY2005-2006 PROPOSED
2800-00	Electricity	40,615	37,795	58,119	54,097	44,154	72,000	38,420	60,000
	Gas	3,115	5,884	3,002	3,119	3,638	4,200	7,785	8,500
	Water	3,588	3,087	3,681	3,132	3,706	4,250	2,633	4,250
	Total Utilities	47,318	46,766	64,801	60,349	51,498	80,450	48,838	72,750
	TOTAL SUPPLIES & SERVICES	504,316	521,360	594,688	616,421	635,022	693,624	535,062	748,063
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	3,652	1,160	2,029	5,384	5,726	6,000	6,107	7,000
4000-00	Equipment	26,993	29,927	18,050	28,213	23,041	20,000	21,676	20,000
4000-07	Equipment - ELLI Grant	0	0	2,798	1,501	-	-	-	-
4000-08	Equipment - CLC Grant	0	558	0	2,726	-	-	-	-
4000-09	Equipment - Gates Foundation Grant	14,436	0	0	-	-	-	-	-
4000-11	Equipment	0	0	0	-	-	-	-	-
	Total Equipment	41,429	30,484	20,848	32,440	23,041	20,000	21,676	20,000
4200-00	Structures/Improvements	0	0	0	462	-	20,352	-	30,293
	TOTAL EQUIPMENT EXPENSE	41,429	30,484	20,848	32,902	23,041	40,352	21,676	50,293
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	-	-	-	-	-
5600	INVESTMENT POOL LOSS	0	0	0	-	-	-	-	-
	TOTAL EXPENSES	1,197,624	1,320,395	1,423,962	1,502,058	1,503,402	1,722,409	1,418,128	1,951,785
	ELLI Grant Summary Object Code 07	0	0	19,293	15,466	1,094	1,500	17	0
	CLC Summary Object Code 08	10,417	21,981	23,302	25,409	13,846	16,400	18,766	43,953
	FFL Grant Summary Object Code 09	15,071	513	867	4,683	6,171	3,150	377	2,000
	Partnerships for Change Grant/Spanish Literacy		4,240	12,293			3,000	1,812	3,000
	TOTAL LITERACY (Excluding Personnel)	25,488	22,494	43,462	45,559	14,940	21,050	19,160	45,953

Consumer Price Index - All Urban Consumers

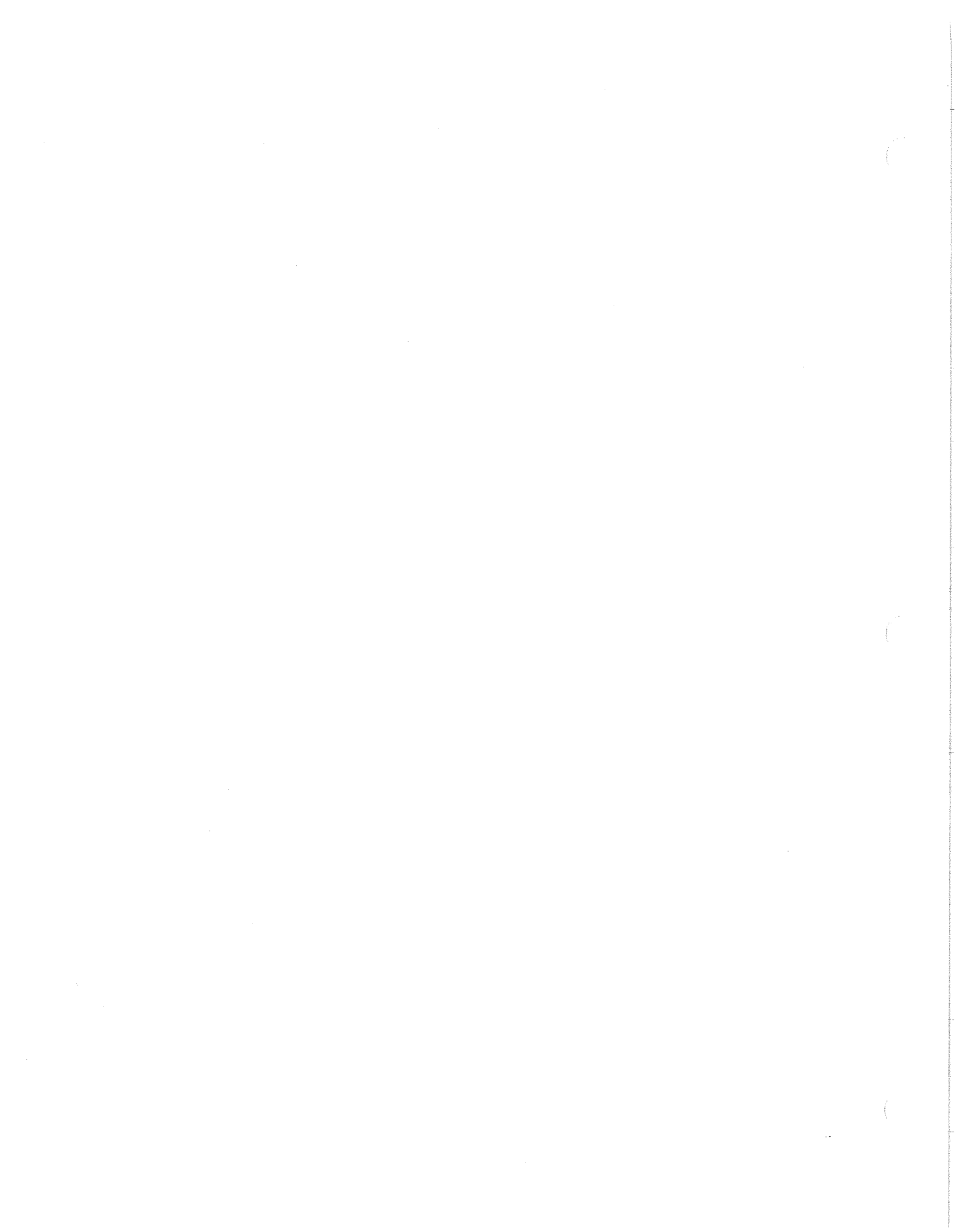
Series Id: CUURA421SA0, CUUSA421SA0
 Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items
Base Period: 1982-84=100

Year	Mar
1995	154.6
1996	157.3
1997	159.8
1998	161.4
1999	165.0
2000	170.7
2001	176.2
2002	181.1
2003	188.2
2004	191.5
2005	199.2

12 Months Percent Change

Series Id: CUURA421SA0, CUUSA421SA0
 Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items
Base Period: 1982-84=100

Year	Mar
1995	1.4
1996	1.7
1997	1.6
1998	1.0
1999	2.2
2000	3.5
2001	3.2
2002	2.8
2003	3.9
2004	1.8
2005	4.0



Placentia Library District
Fiscal Year 2005-2006
Staff Changes Proposed May 23, 2005

Position Requested	Amount Requested	Recommendation	Budget
Librarian I, FT, Adult	49,387	Recommended .50 FTE	23,012
Librarian I, FT, Children's	49,387	Not until hours added	-
Librarian I, .50 FTE, Literacy grant, 9/1/05	24,693	Pending Grant Approval	17,598
Clerk I, .50 FTE, Literacy	13,403	Not until hours added	-
Clerk I, FT, Circulation	33,777	Not until hours added	-
Clerk I, .50 FTE, Circulation	13,403	Recommended	14,540
Clerk I, .575 FTE, Passport/Tech Svcs.	16,021	Not until hours added	-
Clerk I, .575 FTE, Passport/Admin.	16,021	Recommended .50 FTE	14,540
Library Aide, .50 FTE, Circulation	9,486	Not until hours added	-
Library Page, FT (40 hrs/wk)	9,486	Recommended	17,488
TOTAL	235,064		87,178

Staff requested 317 hours per week for 12 additional hours of public service
Excluding literacy grant person

\$147,886 short of funding Friday service

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish the District's Appropriations Limitation (Gann Limit) for Fiscal Year 2005-2006 by Resolution 05-01.
DATE: May 23, 2005

BACKGROUND:

Each year California local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

Attachment A shows the calculation of the annual Gann Limitation using the information provided by the California Department of Finance.

Attachment B is the background information from the California Department of Finance for Fiscal Year 2005-2006.

Attachment C is Resolution 05-01 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2005-2006 in the amount of \$2,963,176.

RECOMMENDATIONS:

1. Read Resolution 05-01 by Title only. *Good/needed*
2. Adopt Resolution 05-01 by Roll Call Vote.

IN WITNESS THEREOF, I have hereunto set my hand and seal this
twenty-third day of May, 2005.

Gaeten Wood, Secretary
Placentia Library District Board of Trustees

Placentia Library District
 Gann Limitation Worksheet
 May 23, 2005

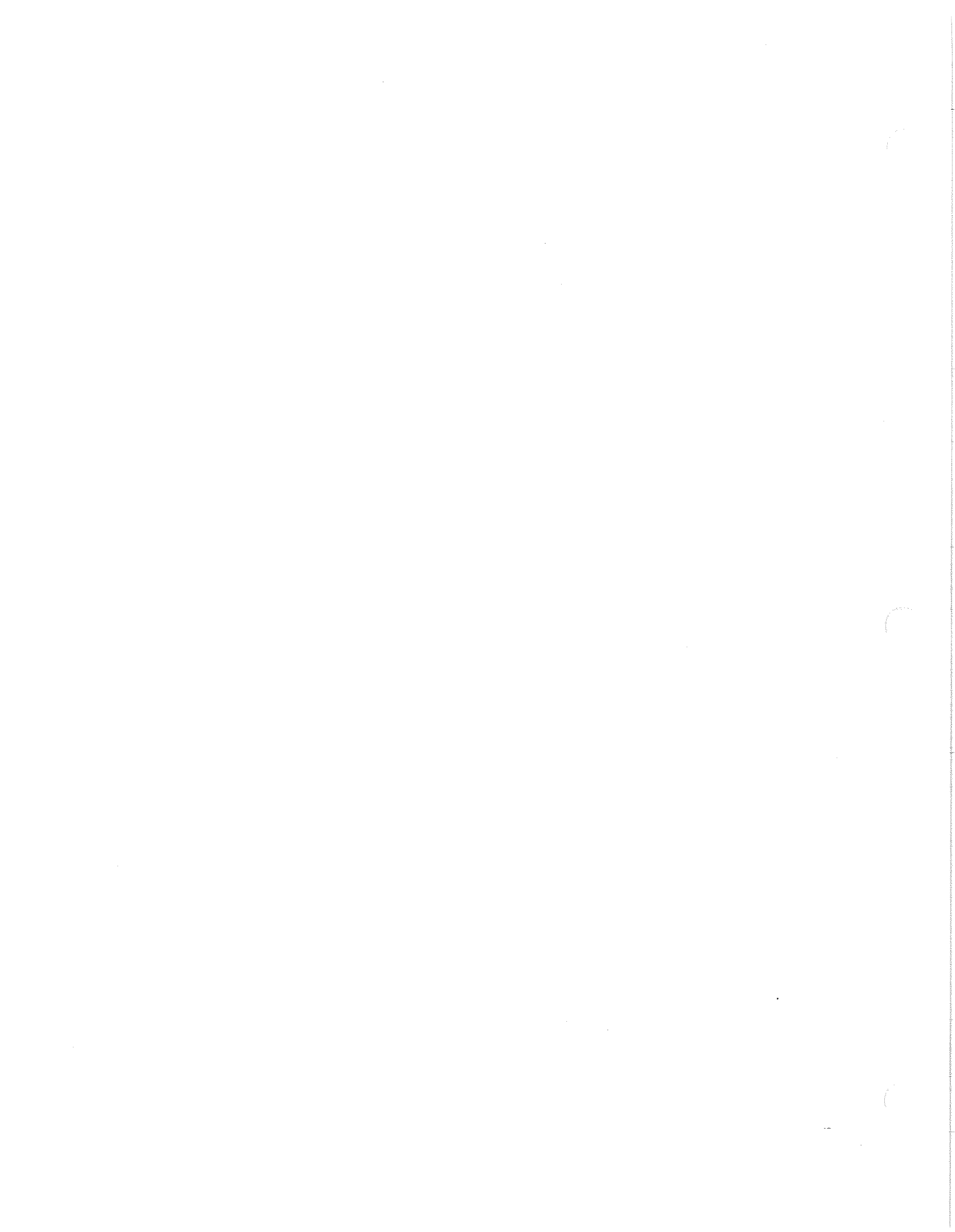
	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006
		1.0467	1.0415	1.0453	1.0491	1.0782	0.9873	1.0231	1.0328	1.0526
		1.0096	1.0279	1.0374	1.0173	1.0154	1.0302	1.0188	1.0158	1.0077
		1.05674832	1.07055785	1.08439422	1.06724943	1.09480428	1.01711646	1.04233428	1.04911824	1.06070502
	\$ 1,752,223	\$ 1,851,659	\$ 1,982,308	\$ 2,149,603	\$ 2,294,163	\$ 2,511,659	\$ 2,554,650	\$ 2,662,799	\$ 2,793,591	\$ 2,963,176

"Price Factor" expressed as a ratio (provided by CA. Dept. Finance)

"Population Change Factor" for City of Placentia (provided by CA Dept. Finance)

Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"

Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation



Enclosure II
Annual Percent Change in Population Minus Exclusions (*)
January 1, 2004 to January 1, 2005 and Total Population, January 1, 2005

County City	Percent Change 2004-2005	--- Population Minus Exclusions ---		Total Population
		1-1-04	1-1-05	1-1-2005
ORANGE				
ALISO VIEJO	0.36	44,855	45,017	45,017
ANAHEIM	0.57	343,374	345,317	345,317
BREA	1.50	38,998	39,584	39,584
BUENA PARK	0.44	80,709	81,066	81,066
COSTA MESA	0.33	112,369	112,737	113,440
CYPRESS	0.76	48,496	48,863	48,863
DANA POINT	0.54	36,567	36,765	36,765
FOUNTAIN VALLEY	1.38	56,574	57,353	57,353
FULLERTON	1.01	134,314	135,672	135,672
GARDEN GROVE	0.49	171,204	172,042	172,042
HUNTINGTON BEACH	0.87	199,025	200,763	200,763
IRVINE	5.13	171,987	180,803	180,803
LAGUNA BEACH	0.69	24,798	24,969	24,969
LAGUNA HILLS	0.64	33,043	33,253	33,253
LAGUNA NIGUEL	0.60	65,731	66,126	66,126
LAGUNA WOODS	0.36	18,305	18,371	18,371
LA HABRA	0.42	61,512	61,771	61,771
LAKE FOREST	0.36	77,740	78,020	78,020
LA PALMA	0.36	16,054	16,112	16,112
LOS ALAMITOS	0.49	11,945	12,003	12,003
MISSION VIEJO	0.36	97,845	98,197	98,197
NEWPORT BEACH	1.05	82,255	83,120	83,120
ORANGE	0.67	136,828	137,751	137,751
PLACENTIA	0.77	49,940	50,323	50,323
RANCHO SANTA MARGARITA	0.36	49,071	49,249	49,249
SAN CLEMENTE	3.58	63,079	65,338	65,338
SAN JUAN CAPISTRANO	0.59	35,868	36,078	36,078
SANTA ANA	0.64	349,454	351,697	351,697
SEAL BEACH	1.39	24,326	24,665	25,334
STANTON	0.41	38,652	38,812	38,812
TUSTIN	0.66	70,408	70,871	70,871
VILLA PARK	0.35	6,208	6,230	6,230
WESTMINSTER	0.78	91,553	92,270	92,270
YORBA LINDA	2.44	64,055	65,621	65,621
UNINCORPORATED	4.04	114,061	118,664	118,664
COUNTY TOTAL	1.13	3,021,203	3,055,493	3,056,865

(*) Exclusions include residents on federal military installations and group quarters residents in state mental institutions and state and federal correctional institutions.



May, 2005

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2005, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2005-06. Enclosure I provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2005-06 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county and incorporated areas population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations, as noted.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228, for the various population options available to special districts to assess population change in their district. Article XIII B, Section 9, of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. No State agency reviews the appropriations limit.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 3, 2005.**

Please Note: City population estimates are controlled to independently calculated county population estimates. Due to county estimates revisions for 2001 through 2004 prior year city population estimates for local areas have also been revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

Sincerely,

TOM CAMPBELL
Director
By:

STEPHEN W. KESSLER
Chief Deputy Director

Enclosure

May 1, 2005

Enclosure I

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost-of-living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2005-2006 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2005-2006	5.26

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2005-2006 appropriation limit.

2005-2006:

Per Capita Change = 5.26 percent
Population Change = 1.50 percent

Per Capita converted to a ratio: $\frac{5.26 + 100}{100} = 1.0526$

Population converted to a ratio: $\frac{1.50 + 100}{100} = 1.015$

Calculation of factor for FY 2005-2006: $1.0526 \times 1.015 = 1.0684$



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish Holiday and Library Public Service Schedule for Calendar Years 2005 and 2006 and Adopt by Resolution 05-02.
DATE: May 23, 2005

BACKGROUND:

The District's Holiday and Library Closure Schedule is based upon the 11 holidays specified in the Employee Manual.

Past practice is that the Library is closed on Easter and the Sunday preceding Monday holidays. These are not paid holidays for the staff and require adjusting the work schedule or use of vacation time.

Attachment A is the Proposed Holiday and Public Service Calendar for Calendar Years 2005 and 2006.

Attachment B is Resolution 05-02, establishing the Placentia Library District Holiday Schedule for Calendar Years 2005 and 2006.

RECOMMENDATIONS:

1. Finalize the Holiday and Public Service Calendar for Calendar Years 2005 and 2006. *EDM*
2. Read Resolution 05-02 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2005 and 2006. *EDM/pend*
3. Adopt Resolution 05-02. *J. G. G.*



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**Placentia Library District
Holiday and Library Public Service Schedule
2005**

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Saturday ^{Sunday}	January 1
Sunday of New Year's Weekend	Sunday ^{Monday}	January 2
Day before Monday Holiday	Sunday	February 20
President's Day	Monday	February 21
Easter	Sunday	March 27
Day before Monday Holiday	Sunday	May 29
Memorial Day	Monday	May 30
Day before Monday Holiday	Sunday	July 3
Independence Day	Monday	July 4
Day before Monday Holiday	Sunday	September 3
Labor Day	Monday	September 4
Veteran's Day	Friday	November 11
Thanksgiving Day	Thursday	November 24
Christmas Eve Day	Saturday	December 24
Christmas Day	Sunday	December 25
Christmas Day (Legal Holiday)	Monday	December 26
New Year's Eve Day	Saturday	December 31

Placentia Library District Holiday and Library Public Service Schedule 2006

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Sunday	January 1
New Year's (Legal Holiday)	Monday	January 2
Day before Monday Holiday	Sunday	February 19
President's Day	Monday	February 20
Easter	Sunday	April 16
Day before Monday Holiday	Sunday	May 28
Memorial Day	Monday	May 29
Independence Day	Monday	July 4
Day before Monday Holiday	Sunday	September 3
Labor Day	Monday	September 4
Veteran's Day	Saturday	November 11
Thanksgiving Day	Thursday	November 23
Christmas weekend	Saturday	December 23
Christmas Eve Day	Sunday	December 24
Christmas Day	Monday	December 25
New Year's Weekend	Saturday	December 30
New Year's Eve Day	Sunday	December 31

RESOLUTION 05-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE
FOR CALENDAR YEARS 2005 AND 2006

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees established its Holiday Schedule for Calendar Years 2005 and 2006 dated May 23, 2005.

AYES: None

NOES: None

ABSENT: None

ABSTAIN: None

State of California)
)ss.
County of Orange)

I, Gaeten Wood, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-third day of May, 2005.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-third day of May, 2005.

Gaeten Wood, Secretary
Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES




TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish Salary Schedules for Library Personnel for Fiscal Year 2005-2006, effective July 1, 2005, and Adopt by Resolution 05-03.
DATE: May 23, 2005

BACKGROUND:

This is the fifth year that Placentia Library District will be operating without a Memorandum of Understanding (MOU) with its staff. The Orange County Employees Association is no longer willing to represent the staff and it has not yet acquired a new representative.

The expired Contract provided for a percentage salary increase for each fiscal year equal to the percent rise, to the nearest tenth (0.1) of one percent, in the cost-of-living for the period March to March as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area. Attachment A shows the percentage increase for March 2004 to March 2005 to be 4.0%.

Attachment B is the Proposed Salary Schedule for Placentia Library District exempt and non-exempt employees effective July 1, 2005. The definitions of "exempt" and "non-exempt" staff follow the requirements of the Fair Labor Standards Act. It contains the following:

-  A 4.0% increase for all non-exempt staff
-  A 4.0% increase for all exempt staff except Page and the Library Director
-  Page hourly rate is in compliance with California minimum wage requirements and no change is recommended

Attachment C is Resolution 05-03 establishing the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2005-2006, effective July 1, 2005.

RECOMMENDATIONS:

1. Read Resolution 05-03 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2005-2006. *Good P*
2. Adopt Resolution 05-03 by Roll Call Vote. *Roll Call*

Consumer Price Index - All Urban Consumers

Series Id: CUURA421SA0, CUUSA421SA0
Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items
Base Period: 1982-84=100

Year	Mar
1995	154.6
1996	157.3
1997	159.8
1998	161.4
1999	165.0
2000	170.7
2001	176.2
2002	181.1
2003	188.2
2004	191.5
2005	199.2

12 Months Percent Change

Series Id: CUURA421SA0, CUUSA421SA0
Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items
Base Period: 1982-84=100

Year	Mar
1995	1.4
1996	1.7
1997	1.6
1998	1.0
1999	2.2
2000	3.5
2001	3.2
2002	2.8
2003	3.9
2004	1.8
2005	4.0



PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2005-2006
Effective July 1, 2005
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10	
CLERK I	HR	11.97	12.27	12.58	12.89	13.21	13.54	13.88	14.23	14.58	15.31
	PP	957.60	981.54	1,006.08	1,031.23	1,057.01	1,083.44	1,110.52	1,138.29	1,166.74	1,225.08
	AN	24,897.60	25,520.04	26,158.04	26,811.99	27,482.29	28,169.35	28,873.58	29,595.42	30,335.31	31,852.07
	MO	2,074.80	1,875.47	1,922.27	1,970.80	2,019.33	2,347.45	2,406.13	2,466.29	2,527.94	2,654.34
CLERK II	HR	13.53	13.87	14.21	14.57	14.93	15.31	15.69	16.08	16.48	17.31
	PP	1,082.40	1,109.46	1,137.20	1,165.63	1,194.77	1,224.64	1,255.25	1,286.63	1,318.80	1,384.74
	AN	28,142.40	28,845.96	29,567.11	30,306.29	31,063.94	31,840.54	32,636.56	33,452.47	34,288.78	36,003.22
	MO	2,345.20	2,403.83	2,463.93	2,525.52	2,588.66	2,653.38	2,719.71	2,787.71	2,857.40	3,000.27
LIBR ASST	HR	16.07	16.47	16.88	17.31	17.74	18.18	18.64	19.10	19.58	20.56
	PP	1,285.60	1,317.74	1,350.68	1,384.45	1,419.06	1,454.54	1,490.90	1,528.17	1,566.38	1,644.70
	AN	33,425.60	34,261.24	35,117.77	35,995.72	36,895.61	37,818.00	38,763.45	39,732.53	40,725.85	42,762.14
	MO	2,785.47	2,855.10	2,926.48	2,999.64	3,074.63	3,151.50	3,230.29	3,311.04	3,393.82	3,563.51
LIB I	HR	19.00	19.48	19.96	20.46	20.97	21.50	22.03	22.59	23.15	24.31
	PP	1,520.00	1,558.00	1,596.95	1,636.87	1,677.80	1,719.74	1,762.73	1,806.80	1,851.97	1,944.57
	AN	39,520.00	40,508.00	41,520.70	42,558.72	43,622.69	44,713.25	45,831.08	46,976.86	48,151.28	50,558.85
	MO	3,293.33	3,375.67	3,460.06	3,546.56	3,635.22	3,726.10	3,819.26	3,914.74	4,012.61	4,213.24
LIB II	HR	22.14	22.69	23.26	23.84	24.44	25.05	25.68	26.32	26.98	28.32
	PP	1,771.20	1,815.48	1,860.87	1,907.39	1,955.07	2,003.95	2,054.05	2,105.40	2,158.04	2,265.94
	AN	46,051.20	47,202.48	48,382.54	49,592.11	50,831.91	52,102.71	53,405.27	54,740.41	56,108.92	58,914.36
	MO	3,837.60	3,933.54	4,031.88	4,132.68	4,235.99	4,341.89	4,450.44	4,561.70	4,675.74	4,909.53
LIB AIDE	HR	8.17	8.37	8.58	8.80	9.02	9.24	9.47	9.71	9.95	10.45
	PP	653.60	669.94	686.69	703.86	721.45	739.49	757.98	776.93	796.35	836.17
	AN	16,993.60	17,418.44	17,853.90	18,300.25	18,757.75	19,226.70	19,707.37	20,200.05	20,705.05	21,740.30
	MO	1,416.13	1,451.54	1,487.83	1,525.02	1,563.15	1,602.22	1,642.28	1,683.34	1,725.42	1,811.69

Signature _____ : Date May 23, 2005

Al Shkoler, President

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2005-2006
Effective July 1, 2005
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIB	48.08									
DIR	3,846.40									
	100,006.40									
	8,333.87									
ADMIN	18.37	18.83	19.30	19.78	20.28	20.78	21.30	21.84	22.38	23.50
ASST	1,469.60	1,506.34	1,544.00	1,582.60	1,622.16	1,662.72	1,704.29	1,746.89	1,790.56	1,880.09
	38,209.60	39,164.84	40,143.96	41,147.56	42,176.25	43,230.66	44,311.42	45,419.21	46,554.69	48,882.42
	3,184.13	3,263.74	3,345.33	3,428.96	3,514.69	3,602.55	3,692.62	3,784.93	3,879.56	4,073.54
PUB SVC & HR	26.22	26.88	27.55	28.24	28.94	29.67	30.41	31.17	31.95	33.54
TECH SVC	2,097.60	2,150.04	2,203.79	2,258.89	2,315.36	2,373.24	2,432.57	2,493.39	2,555.72	2,683.51
MGR	54,537.60	55,901.04	57,298.57	58,731.03	60,199.31	61,704.29	63,246.90	64,828.07	66,448.77	69,771.21
	4,544.80	4,658.42	4,774.88	4,894.25	5,016.61	5,142.02	5,270.57	5,402.34	5,537.40	5,814.27
PAGES	Starting Wage		6 Months		1 Year		18 Months			
	6.75		7.09		7.44		7.81			

Signature _____ : Adopted May 23, 2005
Al Shkoler, President

RESOLUTION 05-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE SALARIES FOR EMPLOYEES OF THE DISTRICT
FOR FISCAL YEAR 2005-2006

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation for all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2005-2006 dated May 23, 2005, and implements such on July 1, 2005.

- AYES: None
- NOES: None
- ABSENT: None
- ABSTAIN: None

State of California)
)ss.
County of Orange)

I, Gaeten Wood, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty third day of May, 2005.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-third day of May, 2005.

Gaeten Wood, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: **Library Director's Report**
DATE: May 23, 2005

Activities Report:

Apr 18 Library Board Meeting

Apr 20 Participated in *Elephant Rides for Free* (Placentia History Book for elementary school children) at Golden School as a fundraiser for the Literacy Program through the Placentia Library Foundation.

Met with Library Managers and Webmaster David Moyle to review the status of the website replacement project. Julie reported that she had no recommendations from the conference she attended in November 2004 and that we really needed to start again from the beginning. We reviewed with David the work that we had researched last fall. We asked David to prepare a draft of the Request for Quote based on a survey of existing website users and interviewing staff, Friends, Foundation and any other potential site users. We agreed that the Request for Quotes is due by the end of July so that it may be distributed to potential bidders by August 1.

Apr 23 Saturday manager at the Library.

Apr 26 Met with Al Shkoler, Jean Lasley, Pat Irot (representing Eleanore Rankin) and Non-Profit Management Consultant Jeffrey Wilcox to plan a facilitated worksession on the relationship of the Library Board, Friends Board and Foundation Board to be held on June 7. Based on the issues identified and discussed at this session it was the consensus that the Friends would not participate in this facilitated discussion and that the Foundation Board would have its own worksession with Mr. Wilcox on May 19 prior to meeting in a joint worksession of the Library Board and Friends Board conducted by Mr. Wilcox on June 7. The purpose of the worksession on June 7 is to allow the relationship issues to be discussed and resolved so that the strategic planning session scheduled for July 15 may focus on public service issues.

Attended the Shining Star banquet for the American Business Women's Association (ABWA), Placentia Stars Chapter, at which Library Clerk II Estella Wnek was recognized as a Shining Star recipient for 2005. She was nominated by the Library staff.

- Apr 27 Wendy Goodson and I made a site visit to Kellogg West Conference Center, Cal Poly Pomona to discuss the arrangements for the July 15 strategic planning workshop. We also stopped for lunch to celebrate Administrative Professionals Day.
- Apr 28 Attended the Chamber of Commerce Breakfast and heard a presentation on Human Resources Management by Poole, a member of the Chamber.
- Attended a presentation to the Boeing Employees Community Fund at the Anaheim facility with Jean Lasley, Laranne Millonzi and Jim Roberts. As a result of the presentation Jim and Laranne were invited back for a May 2 event for Boeing employees where they set up a table to recruit volunteers for the Literacy Program and Library activities.
- Met with Nancy Lone Tollefson, Pat Irot, Laranne Millonzi and Saul Valdez from McMurray Stern to select Friends Book Store shelving for the lobby area.
- May 1-7 Vacation
- May 1 Attended Friends Board Meeting.
- May 4 & 5 Met with staff to discussing scheduling and staff level issues.
- May 10 Attended ISDOC Executive Committee Meeting at the Municipal Water District of Orange County, Fountain Valley.
- May 12 Met with the Foundation Gift Committee to discuss the 2005 Annual Giving Campaign.
- May 17 Attended product demonstration of volunteer management and fund raising software in Costa Mesa.
- Met with the Placentia Legacy Committee to receive the new brochure and discuss distribution activities.
- May 18 Met with the ISDOC Executive Committee and LAFCO staff in Joyce Crosswaithe's Office in Santa Ana to discuss the ratification of the LAFCO budget allocation formula. I was there to represent all of the non-enterprise districts to ensure that there is no proposed change in the distribution formula.

Staff Meetings:

- Apr 20 Five attendance awards presented for the previous quarter as listed in the April Staff Report. Passport services review including housekeeping issues, accommodating the increased usage during the afternoons and Saturdays by reassigning tasks and authorizing the use of overtime for one Clerk I on Saturdays on the weeks that over 50 applications are forecasted (March through June), recruiting and using volunteers to prepare photos, new processing requirements by the Department of State and ordering new stamps to meet those requirements, and reviewing the processing requirements of the new forms

- May 4 Staff discussed scheduling issues and the need for additional staff to cover public services in peak periods, primarily every afternoon. There were very strong opinions that staff needs to be increased at the current hours before adding additional hours. There is also concern about having inadequate clerical coverage for the combination of entrepreneurial activities and circulation desk coverage in the afternoon periods and Saturdays. This meeting continued on the afternoon of May 5.
- May 18 Staff reviewed the new staff and hours recommendation in the Library Director's budget proposal. Since it was clear that there would not be adequate revenue to provide sufficient staff to open additional hours the staff reviewed how the additional staff proposed would be used to relieve the public service issues in the afternoons, including Sundays.

Staff/Volunteer welfare issues:

Nothing to report. Everyone is healthy.

Special Projects:

Yesenia Gomez and Alex Hernandez took their Notary training and exam on May 14. Results should be available by the beginning of June. Beatrice Quintanar and Jesus Diaz are scheduled to take the class and exam in June with the results available by the beginning of July. We will be able to begin promotion of the service as soon as the equipment has been received and it cannot be ordered until each candidate has received his/her certificate from the State of California. We should be operational on at least a part-time basis no later than the end of July.

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: May 23, 2005

SUBJECT: Program Committee Report for the month of April.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	4	73
<u>TYD Total</u>	24	188

CHILDREN'S SERVICES

Wed. PM Story Times	0	0
Thurs. AM Story Times	4	213
3-4 year-old music times	4	121
5-6 year-old music times	4	118
Lapsits	4	218
Class Visits	2	39
School Visits	5	385
Read to Dogs event	1	27
TOTAL FOR JANUARY	<u>25</u>	<u>1,464</u>
YTD TOTAL	<u>180</u>	<u>8,048</u>

<i>LITERACY SERVICES</i>	<i>April 2004-05</i>	FY 2004-05 YTD
Total Tutors	185	305
Total Students	254	337
Total Hours	1,816	12,951

For more detailed literacy statistics, see Agenda Item 41, pages 2 of 3 and 3 of 3.

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian

Date: for Board Meeting, May 23, 2005

Subject: April 2005 Activities in the Children's Department

TYPE OF PROGRAM	NUMBER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 2 years and under	4	218
Story Time (a.m.) 3 - 6 year olds	4	213
Music Time 3 - 4 year olds	4	121
Music Time 5 - 6 year olds	4	118
Class Visits	2	39
School Visits	5	385
Read to the Dogs event	1	27
Spring time Reading Program	1	343
Total	25	1464

Springtime Reading Program:

We expanded the annual "Food for Thought" reading program, sponsored by In-N-Out restaurants into the "Springtime Reading Program". In the past, **In-N-Out** allowed children 2 to 12 years of age to participate. They changed it last year to children ages 4 to 12. Many parents were not pleased. **HomeTown Buffet** generously sponsored children 1 to 3 years, and **Delhi Food & Spices** (a new business in Placentia) sponsored children 1 to 12 who are vegetarian. **By the end of the program, the children had read 2,265 books.**

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: May 23, 2005

SUBJECT: Placentia Library Literacy Services (PLLS) Activities Report for the month of April.

Tutor Training. The Literacy Coordinator conducted one regular workshop in April and one on May 1. Eleven tutors were trained, five teens and six adults. All new tutors are presently matched or are being matched. The next tutor training is scheduled for June 5, 2005.

Families for Literacy (FFL) Program Status. There was no FFL programming in March.

Placentia Rotary Reading Enrichment Program (PRREP). We presently have more than 100 PRREP volunteers from both El Dorado High School and Valencia High School who have been trained and matched or pending match this Fiscal Year.

Drop-in Homework Club. In October 2004, under the direction of Toby Silberfarb, Assistant Literacy Coordinator, the Placentia Library Literacy Services began a drop-in homework club. The homework assistance is available for students in grades K-12, and is held on Monday-Wednesday from 4-6 PM. Also called Placentia Achieves School Success (PASS), the homework club has been tremendously successful. To date, more than 400 students have received homework help from over 25 tutors.

English Language and Literacy Intensive (ELLI) Program Update. We have ELLI active this school year at Melrose, Ruby Drive, and Tynes. We are staffing all sites with Federal Work Study staff and volunteers, and we have a total of fifteen ELLI staff assigned to the schools.

Grant Update. Our grant writers, Machoskie & Associates, submitted several letters of inquiry to possible grantors in March.

Classes on hold at WTLC . Still being held at Vita-Herb. Grace Lopez, completed her internship in March, and we're still searching for a replacement to teach the two classes at WTLC. Classes are going very well at Vita-Herb where we have seventeen students in two classes.

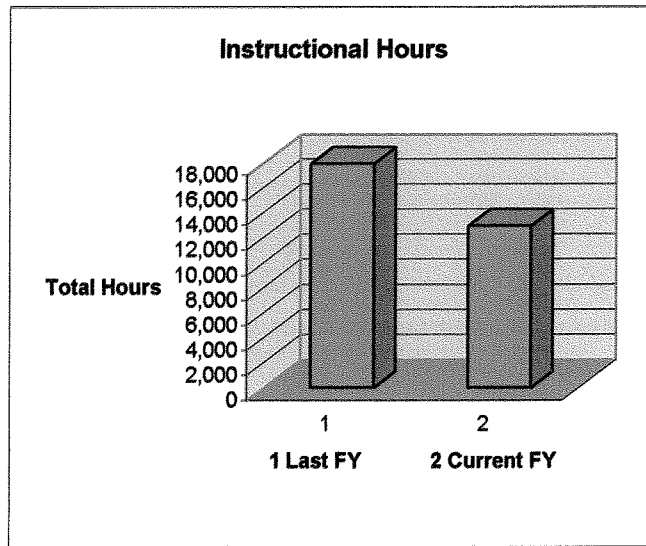
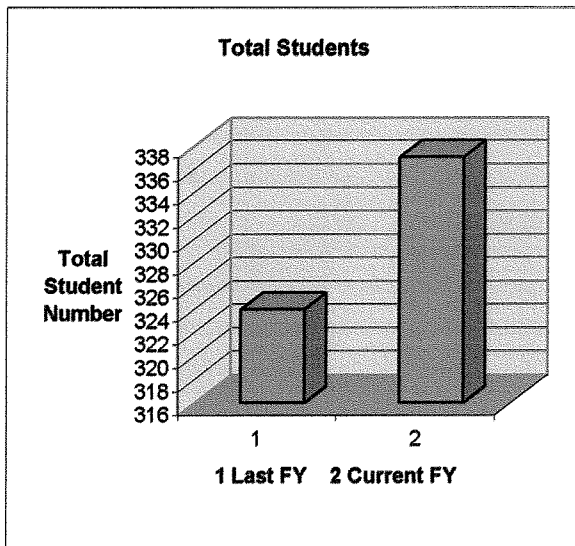
Great Books Discussion Group. The Great Books Discussion group has about 4-5 members and meets the 4th Tuesday of each month. An example of books that the group discuss is "Five Easy Pieces."

Literacy statistics. See Agenda Item 41, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Apr 03-04	Apr 04-05	YTD 03-04	YTD 04-05
Tutors				
Adult	111	101	194	181
Teen	71	84	101	124
Hours Instruction	2,213	1,816	17,907	12,951
Other Volunteer Hours	60	72	658	912
Total Hours	2,273	1,888	18,565	13,863
Training Workshops				
Workshops Held	1	2	19	24
Tutors Trained	7	11	168	185
Students				
With Adult Tutors	128	139	189	173
With Teen Tutors	114	87	135	136
In Groups	0	28	0	28
Total Active Students	242	254	324	337
Families for Literacy				
Family Students	34	8	74	12
Family Tutors	15	6	31	10
Hours of Instruction	400	100	2,334	580
ELLI Program				
K-6th Grade Students	300	100	300	100
Tutors for K-6th Grade	14	15	22	22
Hours of Instruction	450	250	2,724	3,004
Total Tutors	182	185	295	305
Total Students	244	254	324	337
Total Instruction Hours	2,213	1,816	17,907	12,951



TO: Elizabeth Minter, Library Director
FROM: Mary Strazdas, Librarian *MS*
DATE: May 17, 2005
SUBJECT: **Reference and Adult Services report for April, 2005**


- There were two Program Committee meetings during the month.
- Mark States presented the third poetry workshop on April 16; the others in the series were Ursula T. Gibson's presentation on March 12 and Michael Kraemer's on February 26.
- A display for *California Uncovered: Stories for the 21st Century* was
- in the trough. Three book discussions occurred in April. Jim Roberts led the first, with the theme *The Pleasures of Reading*, April 11. Mary Strazdas led *Arrivals and Departures* and *Encounters* on April 18. Dr. Charles Frazee directed *Becoming Californian* on April 25.
- There is an on-going display of the Placentia books found in *Outstanding Books for the College Bound and Lifelong Learners* from the American Library Association.
- There was a display of materials about Franklin Delano Roosevelt related to the History Channel's special promotion and programming.

REFERENCE DESK STATISTICS

Month:

Reference Desk Statistics April, 2005

Date	Phone Ref ?s	Desk Ref ?s	Email Ref ?s	Ready Ref	Instruction	Computer Use	Ref Books: In Lib Use	Patron Database
1								
2	11	90	0	0	0	63	0	2
3	3	44	0	1	2	69	1	2
4	12	116	0	1	5	155	0	14
5	14	86	1	2	2	143	3	25
6	12	81	0	6	1	129	0	14
7	3	26	0	0	0	98	0	4
8								
9	10	83	0	0	0	69	0	9
10	5	30	0	4	3	65	0	9
11	13	103	0	1	0	151	0	17
12	21	100	2	3	1	153	5	16
13	0	182	0	2	1	158	1	6
14	7	52	0	0	1	103	0	8
15								
16	16	78	0	1	0	70	0	5
17	1	61	0	0	0	72	0	4
18	10	172	0	1	0	148	0	8
19	15	103	1	0	3	142	0	12
20	7	99	0	1	2	176	0	21
21	9	45	0	2	4	104	0	19
22								
23	9	78	0	0	0	84	0	4
24	8	39	0	1	0	68	0	4
25	9	142	0	3	3	148	1	20
26	14	95	0	1	0	153	0	9
27	11	97	2	0	1	155	0	8
28	6	41	0	1	4	132	2	5
29								
30	6	36	0	0	1	70	0	7
31								
TOTAL	232	2079	6	31	34	2878	13	252

TO: Elizabeth Minter, Library Director
FROM: Gary Bell, Librarian 
DATE: May 23, 2005
SUBJECT: **History Room report for April**

- Attended a seminar on planning for digitization of historical collections at the Buena Vista Branch of the Burbank Library. Discussion included strategies for preservation of historical materials, with practical advice on how to get started. Representatives of libraries currently working on local history projects were represented with issues pertaining to the scanning, funding, maintenance, and sustainability of digital resources. Information was shared with our historical committee and future history room projects were discussed.
- Several volumes added to the local history collection, as well as several items ordered for the local history collection.
- Assisted patrons in various local history pursuits, including preparation for the upcoming reunion at Valencia High School.



To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager *JR*


Date: May 23, 2005

SUBJECT: Placentia Library Web Site Development Report for the months of March and April.

In March, the Placentia Library District had 48,493 "hits, an average of 1,565 a day. In April, we had 47,136 "hits," an average of 1,571 a day. Our year to date statistics are as follows:

Pages Visited	Jan -05	Feb-05	Mar-05	Apr-05		
Borrowers	202	230	263	263		
Friends	129	114	151	151		
District	162	187	217	217		
Kids	277	216	249	249		
Foundation	106	193	154	154		
History Room	249	96	334	334		
Literacy/CLC Logo	154	154	205	205		
Passports	704	376	900	900		
Poet Laureate	514	154	563	563		
Total Views Most Hits	2,497	1,624	2,590	3,036		


Total Most Hits YTD 16,372 17,996 20,856 23,622

TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Technical Services Manager 
DATE: May 23, 2005
SUBJECT: Technology Report for April 2005

We added four new databases to our online reference collection: *Encyclopedia America Online*, *Cumbre Online* (a Spanish Encyclopedia), *Lands and Peoples*, and *America the Beautiful*.



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: May 23, 2005

SUBJECT: Publicity materials produced for April 2005

Information on the Placentia Library cable channel #~~24~~, updated April 2005:

Note: Animation added to slides

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. Memorial Day Closures
6. Library Departments
7. California Stories Uncovered
8. Friends of Placentia Library Used Bookstore
9. Bookstore Volunteers Needed
10. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
11. Amazon.com
12. Library Hours
13. Memorial Day Closures
14. Drop-in Homework Help
15. Literacy Services Logo
16. Literacy Program Tutors Needed
17. Viola Performance
18. Placentia Historical Afghan Sale
19. Library Hours
20. Memorial Day Closures
21. Telephone Renewal Instructions
22. Wi Fi Here Now
23. Apply for your passport at Placentia Library
24. Passport Hours
25. Now Doing Passport Photos
26. Library Hours
27. Memorial Day Closures
28. Placentia's Newest Local History For Children & Adults
29. Lapsit Storyhours
30. Story Times, ages 3-6
31. Music Times, ages 3-4
32. Music Times, ages 5-6
33. Story Time at Home, *Tumblebook Library*
34. Library Hours
35. Memorial Day Closures
36. www.placentialibrary.org, 24/7 Reference, the Library Catalog
37. www.placentialibrary.org, Online Resources
38. Placentia History Room Hours
39. Placentia History Room Displays
40. Placentia History Room Collections
41. Placentia History Room Archival Resources
42. Memorial Day Closures

General Newspaper articles published:

1. Learning the ins and outs of budget time in the city
2. District draws more English learners
3. State of the City reservations due


Library Newspaper articles published:

1. Friends Annual Meeting
2. Musical evening on tap at library
3. Placentia Library Literacy Services advertisement
4. 5th Annual State of the City – Jim Roberts
5. Library programs fill the book this month
6. Placentia Library seeking volunteers
7. Poetry and the Senses workshop
8. Donors of wooden chairs are needed (1)
9. Library teen tutors (2)
10. Bargain prices set for used-book sale
11. Be a tutor
12. Lapsit stories
13. Book discussion series opens
14. Book discussion series continues (2)

Flyers and Notices:

1. Memorial Day Closures Signs
2. Foundation thank you cards and ID cards are sent out
3. Adopt-a-Chair Campaign postcards
4. Email request forms
5. Friends membership thank you letters are sent out with membership cards
6. Second Sunday book sale flyers
7. Viola performance flyers
8. Friends Annual Meeting bulletin board

Welcome to Placentia Library District



411 East Chapman Avenue
Placentia, CA 92870-6198
714-528-1906 Ext. 210
www.placentialibrary.org

Placentia Library
Board of Trustees

Al Shkoler, President
Betty Escobosa
Richard DeVecchio, Ed.D
Jean Turner
Gaeten Wood

**Placentia Library
Board of Trustees**

Upcoming Meeting Schedule:
Tuesday, Apr 18 at 6:30 P.M.
Monday, May 16 at 6:30 P.M.
Monday, Jun 20 at 6:30 P.M.
Monday, Jul 18 at 6:30 P.M.

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED
Sunday, May 29th
and
Monday, May 30th
for
MEMORIAL DAY



**Placentia Library
528-1906**


Renewals Ext.# 6
Adult Services Ext.# 209
Children Services Ext.# 212
Literacy Ext.# 213
Passport Information Ext.# 265
Volunteer Information Ext. #201
www.placentialibrary.org

**CALIFORNIA
STORIES
UNCOVERED**
ON TUESDAYS & THURSDAYS FOR THE BEGINNING

Book Discussions


- Monday, April 11, from 4-5 P.M.
Book sections 1 & 2, led by Jim Roberts
- Monday, April 18, from 7-8:30 P.M.
2nd book discussion, led by Mary Strazdas
- Monday, April 25, from 7-8:30 P.M.
3rd book discussion, led by Dr. Charles Frazee

USED BOOKSTORE



Staffed entirely by Volunteers
Located in the Library lobby

GREAT BARGAINS!!



Bookstore Volunteers Needed!


Sundays 3:00 - 5:00 P.M.
Mondays 6:00 - 8:00 P.M.
Tuesdays 4:00 - 6:00 P.M.
Saturdays 11:00 A.M. - 1:00 P.M.
Substitutes needed for additional hours

Please call Laranne at 528-1925, Ext. 201 for information

SPECIAL BACKROOM SALE
BARGAINS! BARGAINS! BARGAINS!

When: Second Sunday of each month
1:00 - 4:00 P.M.
Upcoming Sales: May 15, Jun 12, Jul 10

Where: BACKROOM where Friends sort and price donations - ENTER through delivery entrance from parking lot

What: **Everything** in stock 

Why: To provide money to support Library needs while providing quality reading materials at low cost

amazon.com

Shop at **amazon.com** through Placentia Library's website, **www.placentialibrary.org**, and a percentage of the sale is donated to the Library!

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED

Sunday, May 29th
and
Monday, May 30th

for
MEMORIAL DAY




Drop-In Homework Help @ Placentia Library!


P.A.S.S.
Placentia Achieves School Success

- for students in the 1st through 12th grade,
- a place to get personal assistance with homework,
- Mondays & Tuesdays from 5:00 to 7:00 P.M.,
- sign in sheet in the Literacy area,
- students must bring homework, including textbooks.
- Limited to 20 students each evening.

For more information, please contact
Toby at 714-228-8408 ext. 215 or Jim at ext. 215.



Placentia Library Literacy Services



Call Literacy Coordinator Jim Roberts if you or someone you know needs help in reading or speaking English.

☎ 524-8408 Ext. 215

Placentia Library Literacy Services

- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are:
Apr 3rd & May 1st & June 5th

For more information and to sign up call 524-8408, Ext. 213

Viola Performance
by
Christina Placilla,
Elizabeth Dinwiddie and
Valencia High School Orchestra cello section

Christina Placilla will bring her viola to the Library! She will be accompanied by Elizabeth Dinwiddie. They will play the Cononic Sonata No.5 by Telemann, Capricoes 1 and 5 by Weinawski, and Lament by Bridge.

The cello section of the Valencia High School Orchestra will perform Brandenburg #6 by Bach.

Tuesday, May 17, at 6:30 P.M. Placentia Library Meeting Rm.

Placentia Historical Afghans



Green X Cranberry X Blue


On Sale Now at the Circulation Desk - \$63.00

Proceeds support the Placentia History Room

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 5:00 P.M.


The Library Will Be CLOSED
Sunday, May 29th
and
Monday, May 30th
for
MEMORIAL DAY



Renew your books by phone
Using Telecirc

714-765-1775
24 hours a day / 7 days a week


"Please enter your library card number, followed by the # sign"



- Renew books
- Find out which titles you have checked out
- Find out which items you have on hold
- Find out which titles you have overdue
- Find out if you have any fines

WiFi Here Now!
Bring Your Laptop!

PLACENTIA LIBRARY



Passport Application Acceptance Agency

Passport Services Available at the Library

Passport hours at the Library are:

Sunday	1:00 - 4:30 P.M.
Monday	9:00 A.M. - 8:30 P.M.
Tuesday	9:00 A.M. - 8:30 P.M.
Wednesday	9:00 A.M. - 8:30 P.M.
Thursday	9:00 A.M. - 5:30 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 4:30 P.M.


Placentia Library is an official U.S. Department of State Passport Acceptance Agency. For Passport information, call 528-1906 Ext. 265 or visit the Library Website www.placentialibrary.org

NOW DOING PASSPORT PHOTOS!
2 PHOTOS FOR \$10


Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED
Sunday, May 29th
and
Monday, May 30th
for
MEMORIAL DAY



**Placentia's Newest Local History
For Children & Adults**





Available At The
Library Circulation Desk
\$12.93 (including tax)

*Great Gift Idea
For Young & Old*


Lapsit Story Times
Presented by Lin Baesler
Ages newborn to 2 years
Thursday Mornings
10:00 – 10:20 A.M.

in the
Childrens Area

Sponsored by the
Gordon & Dixie Shaw Endowment
No pre-registration required – no charge





**Story Times
For Children
Ages 3 - 6**




Thursday Mornings
10:30 – 11:00 A.M.

*Presented by Lin Baesler
No pre-registration required – no charge*




**Music Times
For Children
Ages 3 - 4**




Tuesday Evenings
6:00 – 6:30 P.M.

*Featuring Lin Baesler
No pre-registration required – no charge*




**Music Times
For Children
Ages 5 - 6**



Tuesday Evenings
6:30 – 7:00 P.M.

*Featuring Lin Baesler
No pre-registration required – no charge*



Story Time at Home
Use the *Tumblebook Library*
at
www.placentialibrary.org

Click on: Just for Kids
Click on the Tumblebooks icon

An on-line collection of animated, talking picture books

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED
Sunday, May 29th
and
Monday, May 30th
for
MEMORIAL DAY



www.placentialibrary.org

24/7 Reference
There are times you need help, but can't make it to the library. Live, real-time help from a librarian is available, 24 hours a day. *(no library card number needed)*


The Library Catalog
You can look up what books are available at the Placentia Library, as well as Yorba Linda Library, and all of the Anaheim Library branches. *(no library card number needed)*

Additionally, you can reserve books, check on your library account, and renew your books. *(library card number needed)*

www.placentialibrary.org
Online Resources
(To access, you must have your library card number available)

- LearnATest
- Newspapers
- Facts On File
- NovelList
- General Reference Center/Magazine Index
- Business & Company Resource Center
- Health & Wellness Resource Center

Placentia History Room







Staffed and Managed
by Volunteers

Hours
Monday & Tuesday &
Wednesday
1:00 – 3:00 P.M.
Other hours by special arrangement

Placentia History Room








Displays currently featuring

-  Local school annuals
-  Traveling historical photographs of local schools
-  Books by local authors












Placentia History Room

Historical Collections Include

 Bancroft's historical series	 Local citrus label collection
 Local oral histories	 Spanish made cannonball – possibly from the 1769 Portola Expedition
 California historical fiction	 Adobe brick from Ontiveras adobe built in 1832
 Complete collection of Women's Round table Scrapbooks	

Placentia History Room

Archival Resources Include

 West Atwood Yacht Club memorabilia	 Virginia Carpenter photograph collection
 Assorted Samuel/Louis Kraemer maps and papers	 Placentia Courier negative collection
 Articles on international student visit to Placentia, Italy	 Historic photograph collection
 West Placentia Little League	 Newspaper clippings, brochures, newsletters, maps of local historic interest
 International Kiwanis papers and scrapbook (1965-1974)	

The Library Will Be CLOSED

Sunday, May 29th
and
Monday, May 30th
for
MEMORIAL DAY



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 post office box 11789
 santa ana, calif. 92711

Yorba Linda Star
 Weekly APR 1 4 2005

District draws more English learners

By **AFSHA BAWANY**
 YORBA LINDA STAR

The Placentia-Yorba Linda school district is bringing more Spanish-speakers into English classes offered at various schools, district staff told the board Tuesday.

"The goal is to help break the intergenerational cycle of poverty and low literacy by improving the academic achievement of parents and young children," said Ann O'Rourke, director of educational services.

According to a report presented to the board, here are the newest program numbers:

- About 600 adult parents and community members take the Community-Based English Tutoring Program at Melrose, Rio Vista, Ruby Drive, Topaz, Tynes elementary and Kraemer Middle schools.

- In the School Readiness Program, 200 families with newborn to 5-year-old children attend classes. Preschool instruction is offered for 3- and 4-year-olds, with child care provided for younger kids while their parents take parenting and literacy classes.

Kindergarten transition activities and health and support services are also provided. The program is offered at the same schools as CBET, except for Kraemer.

- The Even Start program has 30 families with newborn to 7-year-old kids at Rio Vista and Ruby Drive elementary schools.

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Placentia News
 Weekly APR 2 8 2005

State of the City reservations due

Reservations are being accepted for the Chamber of Commerce's fifth annual State of the City breakfast, which will be held from 7:15 to 9 a.m. May 24 at Alta Vista Country Club.

Mayor Scott Brady, Placentia-Yorba Linda schools Superintendent Dennis Smith and Jim Roberts, the Placentia Library's literacy director, will be the keynote speakers.

The cost is \$30 per person. RSVPs, due by May 17, or information: (714) 528-1873.

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Placentia News
 Weekly APR 2 8 2005

Musical evening on tap at library

Christina Placilla will direct an evening of viola and cello music from 6:30 to 8:30 p.m. May 17 at the Placentia Library, 411 E. Chapman Ave.

The event is free and open to the public.

Elizabeth Dinwiddie will play the viola, joined by the Valencia High School Orchestra's cello section for Bach's Brandenburg No. 6.

Other selections will include Telemann's Canonic Sonata No. 5 and Bridge's Lament.

Information: Mary Strazdas, (714) 528-1906.

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O.C. Weekly
 APR 1 5 2005

PLACENTIA LIBRARY, Meeting Room, 411 E. Chapman Ave., Placentia, (714) 528-1906.

Sat. **Poetry and the Senses**. Make your poetry come to life in this workshop lead by **Mark States**, 1 p.m.

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Placentia News
 Weekly APR 7 - 2005

Book discussion series opens

In the first of a Placentia Library series, James Roberts, director of public services, will lead a discussion from 4 to 5 p.m. Monday about the book "California Stories Uncovered."

Reference Librarian Mary Strazdas will lead the second discussion from 7 to 8:30 p.m. April 18; and Charles Frazee will present the third discussion from 7 to 8:30 p.m. April 25.

Snacks will be served for all three programs, which are free and open to the public. The books are available at the library, 411 E. Chapman Ave.

Information: Mary Strazdas, (714) 528-1906.

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Placentia News
 Weekly APR 2 1 2005

BRIEFLY

Book discussion series continues

Charles Frazee will wrap up the discussion series about the book "California Stories Uncovered" from 7 to 8:30 p.m. Monday at the Placentia Library.

Snacks will be served and the event is free and open to the public.

Copies of the book will be available at the library, 411 E. Chapman Ave.

Information: Mary Strazdas, (714) 528-1906.

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Placentia News
 Weekly APR 7 - 2005

Bargain prices set for used-book sale

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Sunday at the library, 411 E. Chapman Ave.

The group will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices. Enter from the loading dock area.

Information: (714) 528-1925, Ext. 201.

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The Register Daily APR 1 - 2005

PLACENTIA

Be a tutor: Volunteers 13 or older can come by the Placentia Library, 411 E. Chapman Ave., from 1:30 to 4:30 p.m. Sunday for a tutor training session.

Tutors are required to spend a minimum of one to two hours a week helping students visiting the library with their studies. Pairings are based on the tutor's availability. Call (714) 528-8408, ext. 213 or 215.

- Afsha Bawany
 (714) 704-3796
 abawany@ocregister.com

Learning the ins and outs of budget time

After talking to some citizens, I became aware that Placentia's budget process is somewhat of a mystery. People want to know how it works.

Thus, I had the opportunity to talk with City Administrator **Bob Dominguez**, who explained it in a manner I thought would be helpful.

First, in mid-February, Finance Director **Steve Brisco** distributes budget worksheets and instructions to all department managers. The packet includes the previous year's expenses, the current-year-to-date expenses, the projected expenses for the upcoming year and a blank column.

In Placentia, as in most cities, the fiscal year is July 1 through June 30 of the following year.

Second, a joint meeting comprised of department heads and mid-managers is

held to discuss the budgeting strategy.

Each department looks at its section of the budget and provides any capital outlay requests to the Purchasing Division for costing.

These include brick-and-mortar items that hold the city together - such as vehicles, computers, uniforms and weapons - and contract items, such as city attorney expenses. The Finance Department is available to assist any department manager with questions that might arise.

At the same time, the Finance Department projects revenues for the coming fiscal year.

Revenue is an important part of the budget, but it is also difficult for staff to project because there are so many uncertainties. It can be difficult to determine the sales and property taxes, the utility-tax income or the vehi-



JUDY DICKINSON
HEART OF THE MATTER

cle-license fees that will be available to our city. In fact, Dominguez stressed that "very small changes (in these revenue sources) make a sizeable difference" in what Placentia has to work with in the coming year. As a result, the recommendation is that revenues should be projected on a very conservative level.

Third, after departments turn in their budgets to the Finance Department, the city administrator and finance director review and analyze each section's budget estimates, programs and revenue estimates.

Next, the city administrator and all departments meet to analyze the City

Council goals and objectives - to ensure that everything works together.

By May 9, the city administrator, finance director and department heads will likely be finished with the preliminary budget, including revenue estimates and appropriation requests. Then, on May 13, the preliminary budget will be submitted to the City Council.

Shortly thereafter, Budget Study Sessions, open to the public, will begin. Public participation is welcome.

Thus, anyone who wishes to get a copy of the budget for a nominal copying cost, calls the Finance Department after May 13.

The study sessions are an extremely important part of the process.

Each department head will present an overview of his or her department, goals accomplished during the preceding year and a review of

HEART

FROM PAGE 10

the projected revenues and expenditures.

Council members can ask questions. Then, if additions or deletions are recommended, the proposed budgets go back to the city staff to be worked through before the final budget is considered, which is expected June 7.

Most people do not realize that every city department does four months of research and preliminary work before the council gets its first look at the proposed figures in May.

They have to consider issues, such as overtime; possible new programs; staffing; memberships; travel and meetings; council expenses; and new positions that might be needed in the coming year. In addition, they consider

while continuing to provide quality service for the citizens.

The expense of an election will not have to be included in next year's expenditures.

I think three items that should be considered are: continued support of OnTrac, money for senior programs including a continued look at a Senior/Community Center and a public relations person.

Dominguez said the budget is a projection that shows the city's visions for the coming year; it needs to reflect what the council wishes to accomplish.

Many individuals do make suggestions, and the council listens. But, unfortunately, it is not possible to include ev-

everything. Having been a part of this process for four years, I know the arduous work of the budgeting process.

I would recommend you get a copy of the budget, review it and attend the study sessions to see what the new fiscal year will bring to the city.

Our new city treasurer, Lee Castner, will do his part by reviewing the budget before the study sessions and by being present to comment or ask any questions on items he believes need a clearer explanation. Thanks, Lee.

Judy Dickinson is a 34-year Placentia resident and former council member. Reach her at dickinson_judy@yahoo.com.

APR 14 2005
Placentia News Weekly
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Placentia

Chamber of Commerce



5th Annual State of the City
5th Annual State of the City
Literacy: ABCs of Success

Keynote Speakers:

Scott Brady—Mayor, City of Placentia

Dr. Dennis Smith—Superintendent, Placentia Yorba Linda Unified
School District

James Roberts—Literacy Director, Placentia Library

Join us: Tuesday, May 24, 2005 7:15 am to 9:00 am

Alta Vista Country Club

Reservations required by May 17, 2005

\$30.00 per person \$240.00 for table of 8

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Placentia News
Weekly **APR 7 - 2005**

Donors of wooden chairs are needed

³³²
The Placentia Library

Foundation Board of Directors is working to replace 44 wood veneer chairs in the Children's Department with solid-wood chairs.

Members are asking people to sponsor a chair for \$200 a piece. Each chair will have an engraved plate listing the donor's name.

Information: Laranne Millo-nizi (714) 528-1925, Ext. 201.

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Placentia News
Weekly **APR 28 2005**

Library teen tutors

³³²
The Placentia Library will hold the last in a series of tutor training workshops from 1:30 to 4:30 p.m. Sunday. Volunteers need to attend only one workshop and must be 13 or older. Information: Toby Silberfarb, (714) 524-8408, Ext. 213 or Jim Roberts, at Ext. 215.

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Placentia News
Weekly **APR 7 - 2005**

MONDAY 332

Friends of Placentia Library meet at 6:30 p.m. at 411 E. Chapman Ave. Community members invited to attend. The free program will honor library volunteers. Author Denise Hamilton will also talk about her journalism and writing careers. Call (714) 528-8408.

pacific clippings

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Placentia News
Weekly **APR 14 2005**

Library teen tutors

³³²
The Placentia Library will hold the last in a series of tutor training workshops from 1:30 to 4:30 p.m. May 1. Volunteers need to attend only one workshop and must be 13 or older. Information: Toby Silberfarb, (714) 524-8408, Ext. 213 or Jim Roberts, at Ext. 215.

pacific clippings

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Placentia News
Weekly **APR 14 2005**

MONDAY 332

Reference Librarian Mary Strazdas will lead the second **book discussion** about "California Stories Uncovered" from 7 to 8:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Call Strazdas, (714) 528-1906.

pacific clippings


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Placentia News
Weekly **APR 7 - 2005**



COMMUNITY HAPPENINGS

TODAY 332

'Lapsit' stories for ages 2 and younger are read from 10:15 to 10:35 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.



**PLACENTIA LIBRARY
LITERACY SERVICE**

 **FREE TUTORING FOR ADULTS & CHILDREN**
 **FREE TUTOR TRAINING**

411 E. Chapman Placentia, CA 92870
 Literacy Office: (714) 524-8408 Ext. 213
 Fax (714) 528-8236
 E-Mail: jroberts@placentialibrary.org

Library programs fill the book this month

There's been such a plethora of news emanating from the Placentia Library these days, that I'm having to use catchup fitting it all into this column.

First, I'm happy to report at the Friends of the Library garnered more than 3,000 for the Placentia Library Foundation from the author's Lunch. More than 100 book lovers met mystery writer **Thom Racina** and lis-



ELEANORE RANKIN
NEIGHBORHOOD NEWS

nie Baldwin, former Miss Placentia and Miss California,

tened to his stories about how he embarked on his prolific writing career while still in college.

With an impassioned pitch from Maitre d'Hotel **Stepha-**

members of the audience were urged to open their pocketbooks and leave generous tips for the celebrity waiters who served each table's occupants with unusual attention and care.

They hustled to keep water glasses filled and hurriedly delivered plates of food to their assigned tables.

The celebrity waiters competed in making sure their table group would be the most generous donors. They

all succeeded, as the total profit was the highest so far garnered for this annual event.

Another mystery writer, **Denise Hamilton**, will highlight the Friends of the Library's annual meeting Monday, coinciding with National Library Week.

Hamilton's published books include, "The Jasmine Trade," "Sugar Skull" and "Last Lullaby." She will be

available for book signing.

Library volunteers will also be recognized for their hours of service participating in a variety of programs, including English-as-a-second-language tutoring, homework assistance, literacy training, checking in books and other library-related tasks - as well as programs for children and adults.

The month of April is Volunteer Recognition Month. This event is my favorite for it gives me, as the Friends' president, an opportunity to interact with all the volunteers who keep our library humming harmoniously. Their varied contributions are what makes our library such a successful and vital element of our community.

Members of the Reception Committee are **Ginny Sanatar**, chairman; **Nadine Blansett** and **Inez Segovia**.

The annual meeting and program starts at 6:30 p.m. in the City Hall Council Chambers at 401 E. Chapman Ave. A reception will immediately follow in the library's Community Room, just across the courtyard at 411 E. Chapman.

Both events are open to the public and there is no charge for either.

Five board members accompanied Library Director **Elizabeth Minter**, to the California Association for Library Trustees and Commissioners' Leadership Workshop, held recently at the City of Commerce Library.

Those attending were library board trustees **Betty Escobosa**, **Jean Turner** and President **Al Shkoler**; Library Foundation President **Jean Lasley** and me, representing the Friends.

It was my first opportunity to meet Library Director **Danis Kreimeier**, who recently replaced retiring Director **Carol Ann Tassios** at the Yorba Linda Library.

Danis, a Placentia resident, was one of several presenters at the workshop, and she shared her city library's success story. State Librarian, **Susan Hildreth**, was the keynote speaker.

And as a last item on behalf of the library, remember that Sunday is the Friends' Back Room Book Sale. There'll be bargains galore, according to **Pat Irot**, volunteer supervisor of this monthly event.

The sale takes place from 1 to 4 p.m. Enter at the library's rear dock.



COURTESY OF ELEANORE RANKIN

AMONG THOSE attending the recent California Association for Library Trustees and Commissioners Leadership Workshop in Commerce were Jean Lasley, from left, Al Shkoler, Elizabeth Minter, Jean Turner and Betty Escobosa.



COURTESY OF AL SHKOLER

AUTHOR'S LUNCH program included Placentia Library Director Elizabeth Minter, from left, writer Thom Racina and Stephanie Baldwin.

SAFETY COMMITTEE MEETING
APRIL 21, 2005
MINUTES

- I. Call to Order: 10:55 A.M.
- Members Attending: Esther Guzman
Katie Matas
Wendy Goodson
- Members Absent: Caroline Gurkweitz

III. Old Business

1. The fire extinguishers were checked by Katie Matas on April 20, 2005.

IV. New Business

None.

The next meeting will be May 18, 2005 at 2:00 P.M.

Respectfully submitted,



Katie Matas

Safety Training Courses Completed by Placentia Library Staff

Safety Courses	# of courses taken to date
General First Aid	11
Office Safety	10
Sexual Harrassment	12
Workplace Violence	3
Ethnic Diversification	5
Workplace Stress	4
Health & Welness	7
Diet & Nutrition	7
Computer Security	0
Back Injury	2
Slips/Trips/Falls	4
Hearing Conservation	1
Eye Safety	3
CPR Academic	7
Drug Free Workplace	1
Alcohol Free Workplace	5
Electrical Safety	1
General Office Ergonomics	2
Disaster Preparedness	5
Fire Extinguisher	2
Fire Prevention	0
Driving Safety	6
Workplace Violence	1
Building Evacuation	5
First Responders to Terrorist Incidents	2
TOTAL COURSES TAKEN	105